

# Town of Stow

## Massachusetts



## 2017 Annual Report

Front cover photo of Carver Hill Orchard apples by Kathleen Sferra

Back cover photos of small farm by Dwight Sipler

At the 2017 Annual Town Meeting, voters approved the expenditure of Community Preservation funds for the purchase of conservation restrictions on Carver Hill and small farm, both considered community assets. Private fundraising and grants will be combined with the Community Preservation funds to help maintain these farms and encourage the land to remain in agricultural use.



**Town of Stow**  
**Massachusetts**  
for the year ending  
**December 31, 2017**



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***IN MEMORIAM***

***TAYNO V. HYDEN, JR.***

*1948 – 2017*

*Police Officer 1970 – 1976*

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***JOHN A. MAKEY***

*1932 – 2017*

*Superintendent of Streets 1965 – 1985*

*Historical Commission 1990 – 2008*

*Surveyor of Wood & Lumber 1992 – 2000*

*Former Call Firefighter*

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***RICHARD S. MARTIN***

*1923 – 2017*

*Zoning Board of Appeals 1961 – 2009*

*School Building Needs Comm. 1961-1962*

*Fire & Police Station Investigating Comm. 1962*

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***FRANCIS R. MILAK***

*1932 – 2017*

*Cemetery Commission 1968 – 1985*

*Veterans Graves Committee 1984 – 2009*

*Former Highway Dept.*

*Former School Dept.*

*Former Call Firefighter*

***DONNA M. JACOBS***

*1950 – 2017*

*Planning Board 1986 – 2002*

*Master Plan Committee 1994 – 2005*

*MAPC Representative 1996 – 2008*

*MAGIC Representative 2002 – 2008*

*Municipal Land Use Comm. 2005 – 2006*

*Information Technology Adv. Comm. 2003 – 2004*

*Conservation Commission 1987 - 1989*



## **FEDERAL & STATE OFFICIALS**

### **United States Senators**

Elizabeth Warren  
2400 JFK Federal Building  
15 New Sudbury Street  
Boston, MA 02203  
(617) 565-3170

317 Hart Senate Office Building  
Washington, D.C. 20510  
(202) 224-4543

Edward Markey  
10 Causeway Street, Suite 559  
Boston, MA 02222  
(617) 565-8519

218 Russell Senate Office Building  
Washington, D.C. 20510  
(202) 224-2742

### **United States Representative, Fifth District**

Niki Tsongas  
11 Kearney Square, 3<sup>rd</sup> Floor  
Lowell, MA 01852

### **Governor of the Commonwealth**

Charles D. Baker, Jr.  
Office of the Governor  
State House Room 360  
Boston, MA 02133

### **Senator – Middlesex & Worcester**

James Eldridge  
State House, Room 213A  
Boston, MA 02133

### **Representative -- Third Middlesex District**

Kate Hogan  
State House, Room 166  
Boston, MA 02133

## **ELECTED TOWN OFFICERS**

### **Listed alphabetically**

#### **Board of Assessors**

Richard Connelly, Sr. (2018)  
Dominick Pugliese (2019), Chair  
John E. Smith (2020)

#### **Field Drivers**

Selectmen

#### **Board of Health**

Merrily Evdokimoff (2020)  
Mary McDowell (2019), Chair  
Marcia B. Rising (2018)

#### **Moderator**

David Walrath (2019)  
Laura Spear, Deputy Moderator

### **Nashoba Regional School District Committee**

Lynn Colletti (2019)  
Mark Jones (2018)  
Stephen Rubenstein (2020)

### **Planning Board**

Lori Clark (2019), Chair  
Margaret Costello (2020)  
Ernest E. Dodd (2018)  
Leonard H. Golder (2021)  
Karen Kelleher (2022)

### **Randall Library Trustees**

Maureen Busch (2018)  
Robert Katz (2018)  
Kathleen O'Brien (2019)

Timothy H. Reed (2020)  
Marianne Sharin (2019), Chair  
Barbara K. Wolfenden (2020)  
VACANCY (2019)

**Board of Selectmen**

Brian Burke (2020), Chair  
Donald P. Hawkes (2018), Clerk  
Ingeborg Hegemann (2019)  
Thomas E. Ryan III (2018)

James H. Salvie (2019)

**Stow Housing Authority**

W. Robert Dilling, Chair  
John J. Kendra (2021)  
Michael Kopczynski (2020)  
Robert W. Larkin (2019)  
Cynthia Perkins (2017)

**APPOINTED TOWN OFFICERS**

**APPOINTMENTS BY SELECTMEN**

**Assabet River Rail Trail Committee  
Representative**

Donald B. Rising (2018)

**Constables**

Robert A. Kirchman (2019)  
VACANCY (2020)

**Emergency Management Officer**

Joseph Landry

**Forest Warden**

Joseph Landry

**Inspectors**

**Building Inspectors**

Craig D. Martin, Building  
Commissioner  
Douglas Hyde, Assistant Facilities  
Manager

**Gas Inspectors**

Adam Sahlberg  
Robert Smith, Deputy

**Plumbing Inspectors**

Adam Sahlberg  
Eric S. Sahlberg, Deputy  
Robert Smith, Deputy

**Wire Inspectors**

Robert W. Norton  
Michael A. Norton, Deputy  
Charles Weeks, Deputy

**Metropolitan Area Planning Council  
Representative (MAPC)**

Jesse Steadman (2020)  
Donald Hawkes, Selectmen (2020)

**Minuteman Advisory Group on  
Interlocal Coordination (MAGIC)**

Jesse Steadman (2018)  
Donald Hawkes, Selectmen (2018)

**Sealer of Weights & Measures**

Commonwealth of Massachusetts

**Selectmen's and Town  
Administrator's Assistant**

Maureen Trunfio

**Stow Advisory Member of the  
Hudson Light and Power Board**

Arnold Epstein

**Street Numbers**

Catherine A. Desmond

**Superintendent of Streets**

Michael E. Clayton

Scott Morse, Assistant Superintendent

**Surveyor of Wood & Lumber**  
Commonwealth of Massachusetts

**Town Accountant**  
Julie Costello (2019)

**Town Administrator**  
William J. Wrigley

**Town Clerk**  
Linda E. Hathaway (2019)

**Town Counsel**

Jonathan D. Witten & Barbara Huggins  
Carboni  
Huggins & Witten, LLC

**Treasurer-Collector**  
Pamela M. Landry (2020)

**Tree Warden**  
Bruce E. Fletcher

**Veterans' Services Officer**  
Joseph Jacobs

**APPOINTMENTS BY SELECTMEN**  
**Committees and Departments, Listed Alphabetically**

**Agricultural Commission**

David Buchholz (2019)  
Elizabeth C. Painter (2020)  
Dwight P. Sipler (2018), Chair  
Katherine C. Steege (2018)  
VACANCY (2017)

**Cable License Advisory Committee**

Arnold R. Buckman (2019)  
Robert C. Mong (2020)  
VACANCY (2018)

**Cemetery Trustees**

Kenney Banks (2018)  
Glenn Hammill (2019)  
VACANCY (2020)  
Robert Gledhill, Superintendent

**Complete Streets Committee**

William Bosworth, Police Chief  
Michael Clayton, Supt. Of Streets  
Karen Kelleher, Planning Board  
Kathleen Sferra, Conservation Coord.  
Jesse Steadman, Town Planner  
James Salvie, Selectmen, ex officio  
Margie Lynch (2018)

**Conservation Commission**

Cortni Frecha (2020)  
Serena Furman (2020)  
Sandra Grund (2019)  
Ingeborg Heggemann-Clark (2019)  
Nickole McGachey (2018)  
Jeffry Saunders (2018)  
Andrianne Snow (2019), Chair

**Council on Aging**

Ruth Banfield  
Bill Byron, Chair  
Peter Cirioni  
Ruth Delmonico  
Stephen Dungan  
Susan Matatia  
Susan Pauley  
Alyson Toole, Executive Director  
Sharon Funkhouser, Outreach  
Coordinator  
Suzanne Howley, Outreach Worker

**Cultural Council**

Hector Constantzos (4/2018)  
Jennifer Edgerton (4/2018)  
Shawn Gross (3/2020)  
Rachel Gwaltney (9/2020)  
Richard Lent (11/2018)

Mary Bradt Mintz (7/2020)  
Alex Rosiewicz (7/2019)  
Angela Santos (10/2017)  
Amie Shei (7/2019)

**Economic Development & Industrial Commission**

Andrew Bluestein (2021)  
Robert Collings (2022)  
Thomas Farnsworth (2019)  
Jennifer Gero (2020)  
Serena Domolky Howlett (2020)  
Jean-Claude Sureau (2018)  
Kevin Whalen (2021)

**Fence Viewers**  
Selectmen

**Fire / Rescue – Full-time**

Joseph Landry, Chief  
John Paul Benoit, Captain  
Barry Evers, Lieutenant  
Mark W. Guerin, Lieutenant  
Gregory A. Vogel  
Judson Swinimer, FF/EMT/ADMN

**Fire / Rescue –Per Diem Call Firefighters/EMTs**

Michael Scimeca, Call Lieutenant  
Erick Benoit, Call Lieutenant  
Matthew Olson, Call Lieutenant  
Andrew Bolton  
Jack Bertonassi  
Paul Dudley  
Jeremy Fiorvanti  
Todd Jakubek  
James Kelley  
Jeffery Lyons  
Judson Swinimer  
Jack Stafford  
Nicholas Trioli  
Keith Villa

**Call Firefighters/EMTs**

Kristina Ellis  
Jason Galofaro

Tim Gray  
Camden Herlihy  
Jonathan Murphy  
Suzanne Siewierski

**On-call firefighters**

Peter Casello  
Barrett Dilling  
Scott Dwinells  
Jonathan Gray  
Larry Stafford  
Gregg Silverio  
Kevin Benoit  
George Nunez  
Carlos Santiago  
Jeffery Stupak

**Apprentice Firefighters**

Jonathan Beharrell  
Shamus Fenton  
Matthew Lowe  
Yuris Mangolds  
Kevin Shepard  
Matthew Tufo

**Honorary Firefighters**

Steve Landry  
Eddie Warren

**Historical Commission**

Rosemary Bawn (2020)  
Andrew Crosby (2018)  
Patrick Hopkins (2020)  
Dorothy Spaulding (2019)  
Marilyn Zavorski (2019)

**Lake Boon Commission**

Don Hawkes (2019)  
Kris Krablin (2020)  
Conray Wharff, Hudson

**Local Access Cable Advisory Committee**

Brian Burke, Selectmen  
Jeff Cronenberg (2018)

Robert M. Glorioso (2018)  
Lisa R. Lavina (2018)  
Lee Pappas (2018)  
Anne VanTine, Coordinator

**Municipal Affordable Housing Trust**

Michael Kopczynski (2019) Chair  
Constantine Papanastassiou (2019)  
Cynthia Perkins (2018)  
Laura Spear (2019)  
Ingeborg Hegemann, Selectmen  
VACANCY (2019)  
VACANCY (2018)

**Open Space Committee**

Vincent J. Antil (2019)  
Eve K. Donahue (2018)  
Gregory Jackson (2020)  
William H. Maxfield (2019)  
Carole Sureau (2020)  
Robert T. Wilber (2018)  
VACANCY (2020)

**Police Officers –Full-time**

William L. Bosworth, Chief  
Ralph Marino, Lieut.  
Darren J. Thraen, Sgt.  
Michael J. Sallese, Det. Sgt.  
Robert Nelson, Prosecutor  
Sean M. Collins  
Luke Dezago  
Cassandra Ela, Det.  
David J. Goguen  
Christopher Kusz  
James P. Landi

**Police Officers -- Special**

James G. Banatoski  
Robert E. Blanton  
Jonathan Butler  
John Connors  
Cody Z. Costa  
John Fantasia  
Lee Heron  
Richard Manley  
Brandon C. Murphy

Michael A. Smith  
Steven B. Sturtevant  
Darlene Trefry  
Mark Trefry

**Police Matrons/Prisoner Watch**

Deborah L. Richardson  
Darlene D. Trefry

**Public Safety Dispatchers**

Jonathan Butler  
John Fantasia, Dispatch Supervisor  
Brandon C. Murphy  
Darlene D. Trefry  
Erin Loftis, part-time

**Recreation Commission**

Samantha Altieri (2018)  
Eric Bachtel (2018)  
Michael Busch (2018), Chair  
Dan Nicholson (2018)  
VACANCY (2018)  
Laura Greenough, Director

**Registrars of Voters**

Deborah Seith (2019)  
Robert Walrath (2020)  
VACANCY (2018)  
Linda E. Hathaway, Clerk ex-officio

**SpringFest Organizing Committee**

Samantha Altieri (2019)  
Heather Chagnon (2019)  
Sara Salamone (2018)  
Maureen Trunfio (2018)  
VACANCY (2018)

**Trustees, Hale High School Fund**

Robert F. Derby  
Linda E. Hathaway  
Jeffrey D. Smith

**Trustees, Randall Relief Fund**

Louise E. Peacock, (2018)  
Jeffrey D. Smith (2020)  
Dorothy G. Sonnichsen (2019)

**Trustees, Randall Town Fund**

Louise E. Peacock, (2018)  
Jeffrey D. Smith (2020)  
Dorothy G. Sonnichsen (2019)

**Trustees, Town Farm Fund**

Louise E. Peacock (2018)  
Jeffrey D. Smith (2020)  
Dorothy Sonnichsen (2019)

**Veterans' Graves Committee**

Martha Monroe (2018)

Tom Zavorski (2018)

VACANCY (2018)

**Zoning Board of Appeals**

Charles A. Barney (2018)  
William F. Byron, Jr. (2020)  
Bruce Fletcher (2021)  
Edmund C. Tarnuzzer (2019)  
VACANCY (2022)  
Andrew DeMore, Assoc. (2018)  
Lee Heron, Assoc. (2019)  
Mark Jones, Associate (2018)  
Ruth Kennedy Sudduth, Assoc. (2017)

**APPOINTMENTS BY BOARD OF HEALTH****Listed alphabetically****Animal Control Officer**

Phyllis Tower

**Burial Agents**

John Erb  
Town Clerk

**Health Agent**

Nashoba Associated Boards of Health

**Inspector of Animals**

Phyllis Tower

**Medical Reserve Corp Executive Committee**

Sondra Albano  
Susan Burns  
Philip Detsch  
Merrily Evdokimoff  
Tenney Spinneit  
Rebecca Stadolnik  
VACANCY

**Public Health Nurse**

Tamara Bedard  
Nashoba Associated Boards of Health

**APPOINTMENTS BY MODERATOR****Listed alphabetically****Ancient Documents Committee**

Robert E. Walrath (2021)  
Dorothy Spaulding (2017)  
Marilyn Zavorski (2018)  
Elizabeth Moseley (2020)  
Linda Hathaway, Town Clerk  
William Byron, Associate

**Finance Committee**

Richard Eckel (2019), Chair  
Paul McLaughlin (2019)  
Peter McManus (2020)  
Julianne North (2018)  
Atli Thorarensen (2020)  
Thomas Johnson, Associate (2018)  
Arthur Jurczyk, Associate (2018)

**Moderators**  
Laura Spear, Deputy

**Minuteman School District Rep.**  
Alice B. Deluca (2020)

### **APPOINTMENT BY TOWN CLERK**

**Assistant Town Clerk**  
Catherine A. Desmond  
Deborah Seith

### **APPOINTMENTS BY TREASURER COLLECTOR** **Listed alphabetically**

**Assistant Treasurer-Collector**  
Catherine Murphy

**Deputy Collector & Special Constable**  
Frederick J. Kelley, Jr.

**Payroll Coordinator**  
Donna Kunst

### **JOINT APPOINTMENTS** **Listed alphabetically**

**Capital Planning Committee**  
David P. Arsenault (2018) - Moderator  
Stephen F. Jelinek (2017) – Moderator  
James Salvie (2019) - Selectmen  
VACANCY (2018) – Finance  
VACANCY (2019) - Moderator

Robert Larkin – Housing Authority  
Atli Thorarensen – Finance  
Vin Antil - Open Space, Chair  
Ernie Dodd – Planning

**Community Preservation Committee**  
Michael Busch – Recreation  
William Byron– Council on Aging  
Richard Connelly, Sr. - Assessors  
Cortni Frecha – Conservation  
Andrew Crosby – Historical

**Nashoba Regional School District**  
**Audit Committee, Stow**  
**Representative**  
(Joint appointment by Finance  
Committee. and Board of Selectmen)  
Julianne North

## **ADMINISTRATION**

### **BOARD OF SELECTMEN**

The Stow Board of Selectmen is comprised of five volunteer members who have been elected by their fellow townspeople since the 17<sup>th</sup> Century. The Selectmen in Stow are entrusted with setting the policy for our municipal government and overseeing its day to day management. The Board meets regularly on the second and fourth Tuesdays of the month. Stow's Selectmen officially convened 26 times in 2017 in order to conduct the business of the Town. The Board further participated in the Town's legislative process during the Annual Town Meeting held on May 1, 2017, and the Special Town Meeting on July 10, 2017. The Board's meetings are open to all interested citizens and are broadcast live on cable television's community channels, the Stow TV YouTube channel, as well as reported on by local newspapers. The Board heartily encourages townspeople to follow the Board's work on the Town's behalf and keep abreast of the important issues facing Stow and its many neighborhoods.

In 2017, the Board worked especially closely with the Planning Board and that department's staff on traffic improvements and other matters affecting our town. At several meetings, the Board received presentations and updates from the Town Planner regarding the Lower Village Traffic Safety Improvement roadway project. In March, the Board voted unanimously to add a debt exclusion question to the Annual Town Election Ballot requesting partial funds for the project. They endorsed the Planning Department's MassWorks Infrastructure Program grant request for \$850,000 in state aid to pay for the balance of this project's expense.

The Board worked again with Planning Department staff to develop an article and then place it on the Annual Town Meeting warrant, proposing a temporary moratorium on allowing recreational marijuana establishments within the town. This article, unanimously supported by the Board, aimed to provide time to fully analyze state regulations on the subject that had yet to be approved.

In another area, the Board supported the Planning Board's utilization of the newly granted authority under the Municipal Modernization Act allowing towns to lower motor vehicle speed limits in designated areas and create traffic safety zones. The Board moved both these measures to the Special Town Meeting Warrant in July where they were accepted by Stow Town Meeting.

The Board also hosted numerous presentations and discussions regarding potential affordable housing projects. The Stow Municipal Affordable Housing Trust (SMAHT) requested that the Board sign over a deed for a parcel of land on Pine Point Road that town voters had previously approved for affordable housing.

The Board issued a letter of support for the Site Eligibility Determination request for the Plantation Apartments II proposal that was submitted to the Massachusetts Department of Housing & Community Development and later issued letters of support for this project. The Board also entered into an agreement with neighboring communities for Regional Housing Consultant Services for the Planning Board and SMAHT.



The Board invited Stow's representatives to the Nashoba Regional School Committee to report on a number of important issues facing our town's students, including space needs at Nashoba Regional High School and conditions at the District's buildings. The Board also communicated with Minuteman Vocational High School and Stow's representative to that District's school committee. The Board is committed to working with both Districts and their fellow member communities to provide the best possible educational experience for all Stow students at a cost that is affordable to all Stow residents.

The Board closely followed and attended meetings relating to the proposed Eversource Transmission Line Project which affects Stow and other neighboring municipalities. The Board held public hearings on the transmission line project, taking the opportunity to listen to input on this proposal from citizens in this town and the Selectmen of the other affected municipalities, Hudson and Sudbury. Acting in the interest of all Stow residents, the Board unanimously voted to urge Eversource not to submit to the authority charged with reviewing Eversource's proposal, the Massachusetts Department of Public Utilities/Energy Facilities Siting Board (EFSB), any proposed overhead transmission line. In order to continue to make the Town's recommendations heard throughout the approval process, the Board also petitioned the EFSB for Intervenor status in the proceedings, and this was granted.

The Board gladly endorsed grant applications made by various departments, including the Planning Board's proposal for \$850,000 in state funds to be used on the Lower Village Traffic Safety Improvements and the Conservation Department's application for LAND grant funding from the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA). Hudson Light & Power was awarded grant funds from the Commonwealth and has signed with Stow to participate in the LED Street Light Accelerator Program.

During the year, several properties classified under Chapter 61 statutes, for which the Town has right of first refusal, became available. In each case, the Board followed its standard protocols for determining the existence of a reasonable and practical governmental use for the property.

For Chapter 61 property located at 49 Old Bolton Road, the Board entertained proposals by SMAHT, and called a Special Town Meeting in July to give townspeople the final decision on whether to exercise the right of first refusal option.

Regarding other Chapter 61 properties, after hearing from every municipal constituency and conducting a thorough vetting process, the Board eventually determined in each of these other instances to waive the Town's statutory options.

In July, the Board was approached by friends of the family of five-year old Stow resident Ari Schultz, who was born with a congenital heart defect, to hold a large fund-raising event. Regrettably, Ari passed away before the event could be held; nonetheless, his family and friends wished to celebrate his young life. Working cooperatively and speedily with the applicants and Police, Fire and Recreation Departments, the Board was able to accommodate this very worthwhile request. The successful life celebration event was held at the Pine Bluff Recreation Center in August, helping to ensure that this brave Stow boy, who touched so many with his courage and grace, will never be forgotten.

The Board established the Building Use Committee in March to organize and discuss possible future uses of three town buildings; the Crescent Street Highway Barn, Crescent Street Fire Station, and Town Hall. The Selectmen received a final report from this committee in August. In September, the Board established the Complete Streets Committee pursuant to the Town's adoption of the statute and with the authority granted by the Massachusetts Department of Transportation. They appointed departmental representatives and one member-at-large to staff this committee. The Committee is charged with providing safe and accessible options for all types of traveling within the town – walking, biking, transit and vehicles- for people of all ages and abilities. The Board is closely following the work of the Complete Streets Committee via its liaison member and is eagerly looking forward to receiving recommendations from that committee in 2018.

The Board of Selectmen has been gratified to serve their fellow residents over this past year with their best efforts. The Board is looking for ways to increase civic engagement and involvement from their fellow townspeople. The Board's members always encourage Stow residents to volunteer for the many committees which are the permanent foundation of our Town government and are enormously grateful to all those who do serve. The Board looks forward in 2018 to working cooperatively with its fellow municipal volunteers and Town employees so that our community continues to be a wonderful place for its residents to live and prosper.

Respectfully submitted,

Brian Burke, Chair  
Donald P. Hawkes, Clerk  
Ingeborg Hegemann  
Thomas E. Ryan III

James H. Salvie

Maureen Trunfio, Administrative Assistant  
Phoebe Haberkorn, Office Assistant

## **TOWN ADMINISTRATOR**

By Charter, the Town Administrator serves as Stow's chief administrative officer. In this capacity, the Town Administrator manages the day-to-day operations of the Town, functioning as its chief financial/budget officer, chief procurement officer, chief personnel officer and its employee union contract negotiator, compliance officer and grievance hearing officer. In addition, the Town Administrator serves as sexual harassment officer. Throughout the year 2017, the Town Administrator was actively engaged in managing significant matters in most of these administrative areas.

As chief budget and financial officer, the Town Administrator offered a balanced budget for FY-18 to the voters at the May 2017 Annual Town Meeting. As has been the case for many years, the FY-18 budget of \$29,649,819 approved at the May town meeting fell well within the statutory tax levy limits of proposition two and one-half. This recommended budget was approved by the town meeting voters as submitted. The voted FY-18 budget left the Town with a significant amount of unused levy capacity in the sum of \$1,004,952. Unused levy capacity represents the amount of additional taxes that could be voted for appropriation to fund the annual Town budget, if necessary, while remaining within the statutory limits of proposition two and one-half.

Contained in the voted FY-18 budget of \$29,649,819 were several significant figures.

The general municipal budget which contains all departmental wages and operational expenses, together with Town-wide expenses (e.g. property and casualty insurance and employee healthcare insurance) totaled \$6,801,961. This represents a 4.3% increase above the FY-17 budget.

The voted FY-18 Nashoba Regional School District assessment of \$17,188,374 represents a 4.2% increase above the FY-17 assessment, and the FY-18 Minuteman Regional School District assessment of \$630,999 represents a 9.25% increase above FY-17.

The annual debt payment budgeted for FY-18 is \$2,352,478 representing a 1.94% increase above FY-17. It is important to note that in two years, the Town will retire a significant bond included in the total annual debt payment. In FY-20 the Hale School construction project will be paid off, thus reducing the annual debt payment by \$744,494. After off-setting the annual state MSBA project reimbursement amount of \$542,576, the net budget impact will be a plus \$201,918.

The voted FY-18 non-debt capital budget of \$690,773 increased 37% above the FY-17 capital budget. The most significant capital project expenditure contained in the FY-18 capital budget is purchase of a new ambulance for \$285,000.

As it relates to revenues, in the fall of 2017, as occurs each year, the Town's free cash account was certified by Department of Revenue (DOR) in the amount of \$2,787,417, which represents a 23% increase compared to the previous year's certified free cash amount. Free cash is certified

on an annual basis by DOR as an unreserved revenue source that is available on an as needed basis, through town meeting appropriation, to fund any needed expense during the fiscal year in which it has been certified. Typically, it is utilized to fund most of the Town's annual non-debt capital improvement projects, including heavy equipment and motor vehicle purchases. A total of \$430,000 in free cash was appropriated for these purposes at the May 2017 Annual Town Meeting. Free cash appropriations are an effective means of reducing the tax rate and increasing the Town's unused levy capacity which is currently estimated at \$1,004,962.

Combining free cash at \$2,787,417 with an estimated stabilization fund balance of \$878,163, the Town's stored assets currently total \$3,666,392. Essentially, these two available fund accounts serve as the Town's savings and investment accounts. We are fortunate to be able to maintain a reasonably sufficient stored asset balance.

Looking ahead to the FY-19 budget, I do hope to recommend a total Town budget increase of no more than 4% above FY-18. This targeted budget increase of 4% will approximate what I currently estimate will be the increase of our annual recurring tax revenues in FY-19.

I am hopeful to recommend an FY-19 budget that will have the impact of actually reducing the tax rate. This goal can be accomplished if the FY-19 budget increase can be held to no more than 4%, and I am in a position to recommend a revenue appropriation from free cash of at least \$700,000. The result would be a reduction in the tax rate from \$20.98/\$1,000 valuation to at or below \$20.50. It is a difficult task given the Town's structural limitations on the revenue side of the budget equation.

In general, Stow's annual operating budget is constrained by an undiversified budget revenue base which makes it increasingly more difficult each year to balance operating budgets within the statutory limits of proposition two and one-half. Most burdensome of these revenue source impediments, is the Town's increasing dependence over the last two decades on property taxes, almost exclusively, as its primary source of annual recurring budget revenues. Taxes, as a revenue source, currently provide approximately 92% of the Town's total annual recurring revenues.

Our annual municipal state aid revenue, on average, provides approximately 2% of our total annual recurring revenues and our local receipt revenues are averaging 6% of our total annual recurring revenues. Annual state aid and local receipts revenue percentage contributions to the budget have remained flat for the last decade and there have been no new local revenue sources added to the budget equation in at least 25 years.

This revenue problem is compounded by the fact that our current tax base is almost completely undiversified. Currently, 91% of the Town's total tax base is residential. And this percentage has increased incrementally since the 1990s, when residential taxes represented 88% of the total tax base. Hence, currently, only 6.5% of Stow's current total tax base is classified as commercial or industrial. The remaining 2.5% of the total tax base is classified as personal taxes.

Besides budget, fiscal and financial management responsibilities, the Town Administrator is directly responsible for controlling and managing the use of the legal services provided by Town

Counsel as well as working directly with our insurance attorneys on various Town legal matters. As it relates to litigation, there are two on-going MCAD cases involving employee claims of discrimination that remain unresolved in 2018. Both claims are being defended by our insurer.

Also, there are several on-going court appeals of Zoning Board of Appeals decisions. Most notably among these involve the Collings Foundation. I expect some or all of these cases will continue into next year.

In 2017, as is the case every year, the Town Administrator has been involved on a day-to-day basis managing a wide variety of personnel issues. As chief personnel officer, the Town Administrator is regularly involved in matters related to employee pay, benefits, and performance. Also, the Town Administrator is periodically involved in conducting employee union contract negotiations, deciding issues related to union contract compliance, and conducting employee grievance appeal hearings.

As it relates to personnel management responsibilities, it is important that the Town Administrator maintain a close and effective working relationship with all departments, most particularly our fire, police, and dispatch union employees. For over 25 years, the Town's employee unions and Town Administrator have successfully negotiated labor agreements without once reaching an impasse resulting in an arbitration filing. This cooperative track record is a tribute to the good faith intentions and efforts of both our union employees and of management.

In addition to the specific management responsibilities detailed above, the Town Administrator is engaged in regularly attending to a wide range of matters critical to ensuring the efficient and effective day-to-day operations of the Town. In performing these duties, the Town Administrator works directly with departmental staff and many Town boards and committees on a frequent basis. Finally, in the normal course of performing the required due diligence affecting most aspects of Town business, the Town Administrator routinely works directly with state and federal agencies and officials, individual constituents, and various community groups.

Respectfully submitted,

William Wrigley  
Town Administrator

Maureen Trunfio, Administrative Assistant  
Phoebe Haberkorn, Office Assistant

## **PLANNING BOARD**

The Planning Board, a five-member elected board with one appointed associate voting member, has specific statutory requirements. The Board reviews and approves the division of land under the State Subdivision Control Law (MGL c. 41) and the Stow Subdivision Rules and Regulations; serves as a Special Permit granting authority under the State Zoning Act and the Stow Zoning Bylaw; guides the process of Zoning Bylaw amendments under the State Zoning Act (MGL c. 40A); and adopts a Master Plan that is designed to provide a basis for decision making regarding the long-term physical development of the town (MGL c.41).

By statute, the Board is charged with the responsibility of protecting the health, safety and welfare of Stow's residents. Guided by the Massachusetts General Laws, the Stow Zoning Bylaw, the 2010 Stow Master Plan, and citizens' comments and concerns, the Board strives to preserve and enhance the integrity of Stow's character through the use of these regulatory tools, while safeguarding property owners' rights. We recommend and specify changes to zoning bylaws, rules and regulations and development proposals to achieve these goals. Board members and staff strive to work with both applicants and residents to help shape projects so as to positively affect the impact to the community.

### **Organization**

At the annual election, Karen Kelleher was elected to a 5-year term, filling Stephen Quinn's vacancy. We are pleased to welcome Ms. Kelleher as a Planning Board member, as she brings years of experience as Stow's former Town Planner to the Board. The Planning Board further extends their appreciation to Stephen Quinn, for his ten years of contribution to the work of the Planning Board.

Following the election, the Board appointed Lori Clark to serve as Chair, and Ernest Dodd as Vice Chair. Karen Kelleher and Jesse Steadman were designated to endorse ANR Plans (Subdivision Approval Not Required).

John Colonna-Romano was appointed as the Voting Associate Member. The Associate Member's voting power is limited to Special Permit applications in the case of absence, inability to act, or conflict of interest on the part of any member of the Planning Board, or in the event of a vacancy on the Board during the Special Permit process.

Mark Jones and Greg Troxel were appointed as Non-Voting Associate Members. Ernest Dodd serves as the Planning Board's Representative on the Community Preservation Committee and Gregory Troxel continues to advise the Board on lighting issues.

The Board also appointed representatives to various Committees:

- Community Preservation Committee: Ernest Dodd
- Liaison to Metropolitan Area Planning Council (MAPC): Jesse Steadman
- Representative to Minuteman Advisory Group on Interlocal Coordination (MAGIC): Jesse Steadman
- Liaison to Zoning Board of Appeals: Mark Jones
- Liaison to Gleasondale Neighborhood Area Sub-Committee: Margaret Costello

In addition to providing administrative and planning support to the Board, the Planning Department also fills a variety of community development roles. The Planning Department staffs the Economic Development and Industrial Commission; works closely with the Town's Regional Housing Services consultants to maintain the Town's supply of affordable housing units through the Department of Housing and Community Development's Subsidized Housing Inventory; assists various Departments, Boards and Committees on issues of transportation and land use policy; and participates in land use staff meetings which continue to be valuable in coordinating and streamlining the permitting process for larger development proposals and planning and bylaw initiatives.

#### **Development Activity:**

The Board reviewed, received and/or considered 2 Subdivision Plans

- A 7-Lot Definitive Subdivision, Planned Conservation Development and Erosion Control Special Permit for property on a 36.28 acres located off of Sudbury Road – **Approved.**
- Minor Modification to the Jillian's Lane Definitive Subdivision Plan for alterations to the Common Driveway design and Erosion Control measures – **Approved.**

The Board considered eight (8) Special Permit/Site Plan Approval Applications and one (1) Earth Removal Permit Application:

- Minor Modification to Active Adult Neighborhood Special Permit, Erosion Control and Lighting Special Permit and Site Plan Approval for a 66 unit community on 111 +/- acres off Boxboro Road. The development preserves in perpetuity 59 +/- acres of open space – **Approved.**
- Erosion Control Special Permit, Site Plan Approval and Earth Removal Permit at J. Melone and Sons, Inc., 77 White Pond Road, for improvements to stormwater and washwater discharge from an existing concrete plant – **Approved.**
- Wireless Communication Facility Site Plan Approval at 501 Gleasondale Road to allow Verizon Wireless equipment upgrades – **Approved.**
- Wireless Communication Facility Site Plan Approval at 501 Gleasondale Road to allow AT&T Wireless to install antennae, remote radio heads and other non-visible equipment – **Approved.**
- Special Permit and Site Plan Approval for Revolution Trapeze at Crow Island to operate a trapeze installation and school – **Approved.**
- Re-issuance of Commercial Solar Photovoltaic Installation Special Permit and Erosion Control Special Permit for 20.1 acres on a parcel of land located at 93 Delaney Street – **Approved.**
- Minor Modification to Active Adult Neighborhood Special at Arbor Glen Condominiums for the purpose of adding signage and landscaping at the corner of Heather Lane and Hudson Road – **Approved.**
- Minor Modification to a Special Permit at 271 Great Road (former Stowaway Inn) to allow for alteration in size of the proposed kitchen addition and removal of an existing retaining wall – **Approved.**

The Board endorsed 3 Subdivision Approval Not Required (ANR) Plans

- 49 Old Bolton Road – Creation of 2 buildable lots
- 111 Kingland Road – Lot Line Adjustment
- 227 Harvard Road – Lot Line Adjustment

The Board collects fees for permits according to fee schedules outlined in the various Rules and Regulations for Special Permits, Site Plan Approval and Rules and Regulations Governing the Subdivision of Land.

<b>Permit Type</b>	<b># Permits</b>	<b>Fee Collected</b>
Approval Not Required Plans	3	\$1,000.00
Special Permit (including modifications)	8	\$4,750.00
Subdivision Plans	2	\$2,500.00
<b>Total</b>		<b>\$8,250.00</b>

With the assistance of the Board's Consulting Engineer, Susan Carter, P. E., of Places Associates, Inc., the Board reviewed plans, considered amendments and monitored ongoing construction of subdivisions and Special Permits:

- Spring Hill Estates Subdivision - Plan Review
- Wheeler Road Hammerhead Lot - Site Inspections
- Boxboro Road Active Adult Neighborhood - Site Inspections
- J. Melone & Sons, Inc. Erosion Control and Earth Removal Special Permit- Site Inspections
- Jillian's Lane Subdivision – Site Inspections
- Collings Foundation Access Road – Site Inspections
- Joanne Drive Definitive Subdivision Plan – Peer Review

### **Town Meeting Action - Zoning and General Bylaws**

The Board and Staff held public hearings and considered proposed Zoning Bylaw and General Bylaw Amendments for Town Meeting adoption.

- Zoning Bylaw Amendment, Section 1.3 (Definitions) – Corrections to resolve scrivener's error
- Zoning Bylaw Amendment, Section 5.4 (Active Adult Neighborhood) – Upgrades to the Active Adult Neighborhood Bylaw to ensure compliance with Federal Laws regarding age restriction.
- Zoning Bylaw Amendment, Section 10 (Temporary Moratorium on RECREATIONAL MARIJUANA ESTABLISHMENTS) – By vote at the State election of November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for recreational purposes. Due to the range of operations and activities allowed under the new law, the Planning Board recommended a temporary moratorium to allow the Town to undertake a planning process to address the potential impacts.



## **Planning Efforts**

*Lower Village Traffic Improvement Project* – Voters approved \$492,000 at the May Annual Town Meeting and subsequent election to leverage \$850,000 in MassWorks Infrastructure Program funds awarded to the Town in 2016 for the construction of Lower Village traffic safety upgrades. The Planning Board and its staff worked throughout 2017 to obtain right-of-way easements from abutting property owners along the Lower Village corridor to advance the project to the 100% Design stage. The Planning Board held a series of presentations and forums to inform residents of the upcoming project and to consider follow up projects that may help to build on the planned improvements.

*Lower Village Water Infrastructure* – Planning Board staff continue to work with business zoned property owners to advance an arrangement for the operation of a private water supply on Town-owned property. In December of 2017 the Planning Department applied for two grant opportunities aimed at gaining a better understanding of the economic opportunities present in Lower Village, including a business district assessment and market analysis to understand how Lower Village fits within the regional retail and service clusters.

*Lower Village Business District Zoning* – The Board continues efforts to draft zoning updates to provide flexibility to new business and guide new development in a direction that conforms to a community vision. The Planning Department will continue to work with residents to build upon past efforts, including visual preference surveys, design guidance and best practices that can allow the Town to build off of the planned traffic infrastructure improvements.

*Complete Streets Prioritization Plan* – In May of 2017, Town Meeting voted to approve \$50,000 in reimbursable funds through the MassDOT Complete Streets Program for the completion of a Complete Streets Prioritization Plan. A multi-departmental Complete Streets Committee was formed after contracting with transportation engineers and planners to begin to develop a list of streetscape improvement projects to improve traffic, pedestrian and bicycle infrastructure in Stow. Completing the Prioritization Plan will allow the Town to continue into Tier 3 of the Complete Streets Certification Program, and become eligible for up to \$400,000 in construction funding annually.

*Affordable Housing* - In keeping with recommendations of the 2010 Master Plan and 2016 Housing Production Plan to provide diversity in housing units to ensure that people of all abilities, income levels, and ages have appropriate housing options, Staff have been working with Metrowest Collaborative Development (MWCD), a Regional Housing Services Consultant serving Stow and five other communities. Planning Staff and the Stow Municipal Affordable Housing Trust coordinated with MWCD to ensure that Stow's Affordable Housing Inventory remains intact. Staff participated in planning for a multi-town Community Housing Fair, to be hosted by Stow in April 2018. MWCD helped Stow to keep track of affordable unit compliance through annual mailings to residents to ensure income compatibility and document any concerns. In the coming year, staff will look towards engaging with the Baker Administration's Housing Choice Initiative to increase affordable housing options in Stow.

### *Stow Zoning Board of Appeals*

Staff provided assistance to the Zoning Board of Appeals for several months in 2017 as the outgoing Secretary position transitioned into a new Administrative Assistant position. Staff responded to residents and assisted the Zoning Board of Appeals with the permitting of several Special Permits and two Comprehensive Permit Applications.

*Gleasondale Revitalization Plan* – Planning Staff continued to work toward implementation of the Gleasondale Revitalization Plan prepared by the Center for Economic Development (CED) at the University of Massachusetts. In 2017, the Planning Board created a Gleasondale Historic Area Subcommittee to provide recommendations to the Planning Board on historic preservation strategies through public outreach and study of the development of historic districts, bylaw revisions, and relevant policies, for the purpose of implementing goals and action steps in the Gleasondale Revitalization Plan and the Town’s Master Plan. Planning staff assisted in coordinating efforts and technical data for the Subcommittee. Margaret Costello, member of the Planning Board, serves as a liaison between the Subcommittee and Planning Board.

Residents of Gleasondale worked with Planning Board staff to further efforts to make landscape improvements to the Town-owned parcel known as the “School Lot,” with a plan for the lot finalized in 2017. Staff have also coordinated with a group of Gleasondale residents to support trail development on the Kane Land property.

*Climate Change Resiliency Planning* - The Metropolitan Area Planning Council’s (MAPC) thirteen-town regional consortium of communities (MAGIC), of which Stow is a member, completed Phase I and II of a Climate Change Resiliency Planning process aimed at addressing human and environmental vulnerabilities in the region. The project represented a multi-disciplinary effort with representation from various state and local planning, conservation, public health and safety officials. Stow has been well represented in this effort as both Phase 1 and 2 of the project were completed.

Stow’s Climate Working Group, providing planning feedback and recommendations to the Planning Department, has reconvened to participate in the Municipal Vulnerability Preparedness (MVP) Program from the Massachusetts Executive Office of Energy and Environmental Affairs, for which Stow was awarded a \$15,000 grant. The Climate Working Group contracted with Geosyntec Consultants, Inc. to complete a community resiliency planning process to identify vulnerabilities, conduct a vulnerability assessment and identify actions to reduce the impact of hazards and increase resilience in Stow.

*Planning for the Municipal Separate Stormwater (MS4) Permit* – The MAGIC consortium of communities, of which Stow is a member, recently received a \$98,200 grant from the Community Compact Efficiency and Regionalization Grant program, to study regional responses to compliance with the EPA’s new Municipal Separate Stormwater Permit (MS4) Permit. The Permit requires a variety of new measures to be phased in over a period of several years, including monitoring and testing of water quality at various drainage outfalls throughout Stow, the mapping of drainage basins and town-wide infrastructure, as well as enhanced community outreach efforts. The Planning Department has begun preliminary research into how the Town

can work across Departments to respond to the new permitting requirements to address non-point source pollution.

*Proposed Legislation* - The Board continues to keep abreast of proposed legislation such as proposed zoning reform proposals, telecommunications legislation, Recreational Marijuana and other state or federal initiatives.

### **Communications**

We encourage residents to keep updated on the latest information on current developments and projects by visiting the Planning Board Web Page at <https://www.stow-ma.gov/planning-board>, the Planning Department Blog at [stowplanning.com](http://stowplanning.com), the Planning Department Facebook Page, or stopping by the office on the third floor of the Town Building.

### **Thanks**

None of the planning efforts would be possible without the enormous contributions by Stow residents, who serve as volunteers on the boards and committees and Town staff. It is a pleasure to continue working with all of you. A special thanks this year to Stephen Quinn, for his ten years serving on the Planning Board. His grounded approach to planning, combined with a great sense of humor, was a positive addition to the Board that will be missed.

The Planning Board also extends a special thanks to our very capable and always reliable professional consultants - Susan Carter of Places Associates, Inc. and Town Counsel - Jon Witten and Barbara Huggins, of Huggins and Witten, LLC.

The amount of work the Planning Department undertakes would never have been possible without the tireless and outstanding efforts of Town Planner Jesse Steadman, Assistant Planner/GIS Administrator Valerie Oorthuys, and Administrative Assistant Linda Grenier, who not only work diligently for the Board, but also for other Town Boards and Committees and the general public with whom they interact on a daily basis.

Respectfully submitted,

Lori Clark, Chair  
Ernest Dodd, Vice Chair  
Leonard H. Golder  
Margaret Costello  
Karen Kelleher

John Colonna-Romano, Voting Associate  
Member

Mark Jones, Non-Voting Associate  
Greg Troxel, Non-Voting Associate

Jesse Steadman, Town Planner  
Valerie Oorthuys, Assistant Planner/GIS  
Administrator  
Linda Grenier, Administrative Assistant

## **CONSERVATION COMMISSION**

The Conservation Commission consists of seven members appointed by the Board of Selectmen to administer and enforce the Massachusetts Wetlands Protection Act and the Town of Stow Wetlands Protection Bylaw and associated regulations. The Commission reviews and issues permits for proposed activities in and near wetland areas, including areas within 100 feet of wetlands and 200 feet of ponds and streams. The Commission is also responsible for management of approximately 1,400 acres of Town Conservation Land and stewards an additional 575 acres of Conservation Restrictions on private land in Stow. The Commission works closely with the Stow Open Space Committee and the nonprofit Stow Conservation Trust to protect high priority lands identified in the Stow Open Space and Recreation Plan. It also oversees the Town's Conservation Fund, which helps fund land acquisition and land stewardship.

The Commission's work is supported by a full-time Conservation Coordinator, part-time Conservation Assistant, and part-time Conservation Land Steward. In addition to the regular members of the Commission, several associate members help with special projects and manage Stow's Community Gardens.

### **Wetlands Permitting**

The Commission received 20 wetland permit applications in 2017 including 11 Notices of Intent, 7 Requests for Determination of Applicability, and two Abbreviated Notices of Resource Area Delineation. The Commission also modified six permits, extended 10 permits, issued 16 Certificates of Compliance, and one Emergency Permit. Three applications to withdraw properties from Chapter 61/61A/61B were reviewed.

Notable among the projects reviewed were wetland delineations for a portion of Stow Acres Golf Course, and for a large proposed development site on White Pond Road. The Commission also reviewed a proposed subdivision, Joanne Drive, off Sudbury Road. Hearings were also held for a variety of small residential projects including new dwellings, additions and septic system replacements. A large number of filings continue to be received for development and redevelopment around Lake Boon. Approved projects required construction monitoring during the year, including the ongoing development at Regency at Stow on Boxboro Road.

The Commission developed and approved an innovative Town-wide pilot permit for Japanese knotweed removal which allows homeowners to move forward with small-scale eradication programs with a simplified administrative approval. It is hoped that, if successful, this could be a model for other invasive species management projects near wetlands. As part of this effort, we launched a 'Know Knotweed' campaign to help homeowners identify this plant and learn about successful eradication methods, and hosted a table at Springfest with sample plants and information.

In addition to the projects noted above, the Commission pursued resolution of violations of the Wetlands Protection Act and Town Wetlands Bylaws at a number of sites, most of which were quickly resolved. The Stow and Bolton Conservation Commissions are working together to resolve an ongoing violation on Maple Street in Worcester Superior Court. We were pleased to receive a favorable ruling from the judge at the end of the calendar year.

### **Conservation Land Management**

A significant responsibility for the Commission and its staff is the management and oversight of conservation land and restrictions held by the Town. These lands help protect air and water quality, provide important wildlife habitat, maintain the rural character and aesthetic of Stow, and offer year-round outdoor recreation and environmental education opportunities. Our staff monitors these properties and prioritizes management and maintenance needs including boundary posting, working with neighbors to resolve encroachment issues, removal of hazardous or downed trees, and mowing of trail entrances and open fields.

Special projects in 2017 included working with Eagle Scout Quinn Gross to build an entry kiosk and redesign a trail entrance at Captain Sargent Conservation Area, and working with Stow Conservation Trust (SCT) on the layout and design of trails on the new Dunn Property adjacent to Captain Sargent, now named Shepherd Memorial Woodlands. This land is owned by the SCT with a permanent Conservation Restriction held by the Stow Conservation Commission. We also designed and published an updated trail map for Captain Sargent and the surrounding area, including the Shepherd Woodlands trails.

The Commission continued its invasive species management work at Captain Sargent Conservation Area, now in its third year. We also continued to survey Town Forest and Flagg Hill for Japanese stiltgrass, a new invasive plant found at several locations in Stow. Small patches at Flagg Hill and Town Forest are being mechanically controlled by hand pulling or string-type trimmer, and a second new patch found at Flagg Hill was removed this year.

This year we launched a year-long celebration of the 50<sup>th</sup> Anniversary of Stow Town Forest, the Town's first conservation land acquisition. We held several community events including a natural history exploration of a fen deep in Town Forest, and a wildly popular Full Moon Owl Prowl and Campfire. We are currently in the process of developing a Trails Master Plan for Town Forest and planning to update the map of this area as part of the 50<sup>th</sup> Anniversary Celebration, planned for July 2018.

We also helped coordinate a major work project at the proposed park at 323 Great Road where as many as 100 volunteers from High Rock Church helped remove trash and debris, install beaver fencing, remove downed trees, and cut invasive buckthorn.

Enforcement of conservation land regulations requires regular attention and we are grateful to the Stow Police Department which provides ongoing support in this regard. This year we also conducted extensive outreach to Town Forest users with regard to dog walking regulations in conjunction with the Animal Control Officer, and hosted a statewide meeting of conservation

land managers on the subject of managing dog-related issues on conservation land. We also prepared materials about conservation land dog regulations that were distributed with all Stow dog licenses, thanks to the assistance of the Town Clerk's office.

An ongoing concern is encroachment onto conservation lands – including storage of equipment, and dumping of leaves and other yard waste. We continue to work to educate our neighbors and the public regarding Town conservation land regulations, and encourage residents to compost yard waste on their own land. An educational flyer is available on our website for conservation land neighbors, and we published annual advertisements in the local paper reminding residents not to dump yard waste on conservation land. We also distribute information outlining wetlands permitting and conservation land regulations to all new homeowners in Stow.

Trail users and neighbors can help us manage Town conservation land by contacting our office regarding any maintenance needs, downed or hazardous trees, or other conservation land issues. The Stow Highway Department is always helpful with removal of large items dumped on conservation land and plowing parking lots for winter trail users.

### **Community Gardens and Agriculture**

The Conservation Commission manages the Stow Community Gardens at Captain Sargent Conservation Area on Tuttle Lane, and licenses fields at Captain Sargent and Noonan Field behind the Arbor Glen development to area farmers. These farmers do a great job helping to maintain the property, and keep fields in active production.

Joyce Bunce, Deb Stein and Myong Hunt volunteered as Garden Stewards and the on-the-ground managers of our Community Gardens in 2017. Together they did a wonderful job coordinating participants, laying out plots, educating on organic gardening, and creating a sense of community among both annual and perennial gardeners. Plots are assigned to returning gardeners and then to new gardeners on a first come, first served basis. Applications for Community Garden plots are available on our website or in our office.

### **Land Acquisition and Protection**

A major focus for 2017 was working in partnership with Stow Conservation Trust to negotiate the purchase of conservation restrictions on Carver Hill and small farm to help maintain these important community assets and encourage the land to remain in agricultural use. Town Meeting overwhelming approved the expenditure of \$1.675 million in Community Preservation Funds for both of these projects, to be combined with private fundraising and grants. Closings are anticipated in 2018.

The Commission also continued to work closely with the Recreation Commission, Open Space Committee, and SCT to complete plans for a park on Town-owned land at Minister's Pond. The project was endorsed by the Board of Selectmen in 2016 and received \$275,000 in Community Preservation Funds at May 2017 Town Meeting.

### **Collaborative Efforts, Outreach, and Long Range Planning**

The Commission has also been involved in a number of cooperative and long range planning efforts in conjunction with other Town boards and departments. A representative of the Commission sits on the Complete Streets Committee, and the Commission and staff are participating in a state-funded Municipal Vulnerability Project that will look at the impacts of climate change on Stow. We are also assisting residents of Gleasondale interested in development of trails and a new park in that neighborhood. As a member of Stow's Staff Permit Team, we continue to work closely to coordinate our efforts with other Town departments. The team meets regularly to review land use matters and includes professional staff from the Conservation, Planning, Health, Building, Highway, Fire and Police Departments as well as a Selectmen's Office representative. The Commission also serves as a member of the Steering Committee of the Cooperative Invasive Species Management Area – a regional invasive species management organization.

### **Administration**

Stow is very fortunate to have a Conservation Commission with active members who possess a wide range of expertise. Kathy Sferra, Jacquie Goring, and Bruce Trefry serve as staff to the Commission, juggling responsibilities in a busy office and regularly monitoring activities on conservation land. We appreciate their dedication and hard work in support of our efforts. Cortni Frecha continued as the Commission's liaison to, and chair of, the Community Preservation Committee.

The Commission accepted the resignation of member Doug Morse. Associate member Nickole McGachey was appointed to fill the remaining portion of Mr. Morse's term. The Commission also accepted the resignation of Deb Stein as volunteer Community Garden Steward in 2017, due to her relocation out of Stow. Myong Hunt was appointed as a Garden Steward/Associate Member.

The Conservation Commission is seeking associate members who are interested in learning more about our work and contributing to the Commission's efforts. If you have an interest in conservation and would like to join the Conservation Commission, please contact the office at 978-897-8615, [conservation@stow-ma.gov](mailto:conservation@stow-ma.gov), or attend one of our meetings. You can also learn about events and activities via the Conservation Department's Facebook page at [www.facebook.com/stowconservation](http://www.facebook.com/stowconservation).

Respectfully submitted,

Commission Members:  
Andrianne Snow, Chair  
Serena Furman, Vice-Chair  
Ingeborg Hegemann Clark  
Cortni Frecha  
Sandra Grund  
Nickole McGachey

Jeff Saunders

Associate Members:  
Joyce Bunce  
David Coppes  
Stewart Dalzell

Myong Hunt  
Dwight Sipler

Bruce Trefry  
Doug Morse

**Staff:**

Kathy Sferra, Conservation Coordinator  
Jacquelyn Goring, Conservation Assistant  
Bruce Trefry, Conservation Land Steward

## **BOARD OF HEALTH**

As the local permitting authority responsible for the health and safety of Stow residents, the Board of Health serves the Town by ensuring that our water wells, sanitation, habitation, and environment continue to meet the high standards set by those early pioneers who recognized that good health practices create positive outcomes for people and the environment.

Stow is a member of the Nashoba Associated Boards of Health, which is a regional health district. It was established in 1931 with the express purpose of providing robust public health services to small communities. The Association consists of 16 communities (including Stow) in North Middlesex and Worcester counties.

### **Medical Reserve Corps (MRC)**

During 2017, the MRC continued working with the Fire and Police Chiefs on the Town's Emergency Preparedness. Sheltering Plans, for residents and their pets, were updated in the event of a major natural or manmade disaster. The new Stow Community Center will be used as the Town's sheltering site. Shelving was purchased, with Homeland Security grant funding, to provide storage at the Stow Community Center building for all MRC supplies.

In October, the MRC assisted the Nashoba Nursing Service and the Board of Health at the annual seasonal flu clinic. Two hundred and fourteen (214) people attended this clinic. Many clinics were offered throughout the Nashoba region by the Nashoba Nursing Services with the intent to inoculate as many people as possible against the influenza virus. Many thanks to the MRC volunteers who stepped forward to help with this important event.

### **Community Health Nursing**

The Nashoba Community Health Nursing Program provides an essential public health service to the residents of Stow. The Nurse is available in town on the first Wednesday morning of each month at the Stow Community Center and daily by phone at 800-427-9762. The nurses provide monthly well-being clinics, screenings, and education services to all residents.

### **Hazardous Waste and Recycling**

In July 2016 the Town became a member of the Devens Regional Household Hazardous Products Collection Center located at 9 Cook Street, Devens, MA. In 2017, eighty-eight (88) residents and small businesses took advantage of this Town service to properly dispose of their



toxic waste safely and easily at the Devens Collection Center. Approximately 6,432 pounds of toxic waste was disposed of by Stow residents.

The Center is open 20 days a year, the first Wednesday and the following Saturday of each month from 9:00 AM-1:00 PM, March to December. Informational flyers are available at the Board of Health office or on the Board of Health and Devens website at [www.devenshhw.com](http://www.devenshhw.com). The flyer lists items that are accepted and not accepted at the facility.

The Health Department continues to offer recycling of certain types of batteries, mercury thermometers and fluorescent bulbs, hypodermic syringes, needles and lancets. Residents can call the Board of Health office to set up a drop off. There is a statewide ban on the disposal of sharps, including unopened packages of hypodermic needles and lancets in the trash. The Board of Health office provides the sharps containers for a small fee that covers the cost of the container and disposal.

### **Mosquito Control**

The Town of Stow is a member of the Central Massachusetts Mosquito Control Project. The Control Project is committed to an Integrated Mosquito Management Program which utilizes a variety of control techniques and evaluation procedures. The goal is to provide effective and environmentally sound mosquito control, reducing mosquito annoyance and the potential for the transmission of mosquito-borne diseases.

### **Animal Control**

The Town of Stow shares regional services for Animal Control with the Town of Boxborough. In 2016, Phyllis Tower became Stow's Animal Control Officer. She divides her time between Stow, Boxborough, and Littleton, MA. In order to reach the Animal Control Officer, residents can call the Stow Police Department. In 2017, Phyllis was appointed as Animal Inspector. The Animal Inspector conducts barn inspections, rabies exposures and animal quarantines.

Animal Control Logged Calls:	278 Calls	Dog-144	Cat-47
		Wildlife-54	Livestock-18
		Other- 15	

Animal Inspector Report:	Barn/Livestock Inspections	68
	Animals Quarantined	6



## **NASHOBA ASSOCIATED BOARDS OF HEALTH**

### **STOW ANNUAL REPORT 2017**

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Stow. In addition to the day-to-day public health work conducted for Stow residents, the Association also provided the following services:

- Maintained Nashoba's web site to provide information for the public. (See *nashoba.org*)
- Responded to health-related impacts of beavers; including coordination with the local Board of Health to issue necessary permits.
- Assisted the Board and the Medical Reserve Corp with a seasonal flu clinic.
- Provided health education programs in collaboration with the Stow Council on Aging.

We look forward to continuing our work with Stow's Board of Health. Included in the day to day work of Nashoba in 2017 were the following:

- Through membership in the Association, the Town of Stow benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists
- Reviewed forty-four (44) Title 5 state-mandated private Septic System Inspections. Received, reviewed, and filed these state-mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Stow Board of Health for enforcement action.

## **TOWN OF STOW**

### **Environmental Health Department**

#### **Environmental Information Responses Stow Office .....84 Days**

The Nashoba sanitarian is available for the public at least twice a week on Tuesday and Friday mornings at the Stow Board of Health office. ***This does not reflect the daily calls handled by the three Nashoba secretaries during daily business hours.***

**Food Service Licenses & Inspections.....18**

Nashoba annually mails out and receives applications from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected on an at- risk inspection method. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection health factors of food handlers is also investigated, and where appropriate medical consultation and laboratory testing may be required.

**Beach/Pool/Camp Inspections..... 14**

Camps are inspected at least annually at opening for compliance with State Sanitary Code, Chapter IV, 105 CMR 430.000. Semi-public swimming pools are permitted and inspected in accordance with 105 CMR 435.00. Public swimming beaches are sampled for water quality every week during the summer and more often if a problem is suspected.

**Housing & Nuisance Investigations.....10**

Nashoba, as agent for the Stow Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspects for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

**Septic System Test Applications.....18**

Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicant's engineer.

**Septic System Lot Tests.....72**

Nashoba sanitarian witnesses soil evaluation, deep hole tests, and usually on a separate date, percolation tests conducted by the applicant's engineer which serve as the basis for the design of the septic system.

**Septic System Plan Applications ..... 20**

Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

**Septic System Plan Reviews .....33**

Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to the engineer for revision. Subsequent re-submittals by the engineer are also reviewed.

**Septic System Permit Applications .....16**

Applicants' approved plan submittals and Board of Health requirements

are incorporated into a permit to construct the septic system.

**Septic System Construction Inspections.....86**  
Nashoba Sanitarian is called to construction site at various phases of construction to witness and verify that the system is built according to plans.

**Septic System Consultations.....46**  
During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.

**Well Permits.....16**

**Water Quality/Well Consultations.....56**  
Private wells are regulated solely by local Board of Health regulations, The Nashoba Sanitarians assist the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.

**Community Health Nursing**

Nashoba’s Community Health Nursing program provides an essential public health service to its member communities guided by the American Nurses Association (ANA) 16 Standards of Public Nursing Practice.

Our staff serves as a resource to the community, addressing questions and concerns from the public on a variety of health and safety issues (immunizations, head lice, chronic disease management, safe drug/sharps disposal etc.) in a variety of ways.

- We conduct regular well-being clinics for health assessment, screenings and education to all, especially the underserved and at-risk populations.
- We report and investigate communicable diseases to formulate and implement control guidelines and strategies that protect the health of individuals and the community at large (mandated by the Massachusetts Department of Public Health).
- We make well-being visits to assess needs, coordinate appropriate care and services and provide case management as needed (health promotion).
- We provide public health education.
- We address psycho-social issues that may impact general health and safety (i.e. hoarding).
- We are available to collaborate with all municipal staff to address public health nursing questions, work closely with Councils on Aging to assist elders in the communities and are available for consultation with school nurses caring for children and families. The nursing staff also works with the Sanitarian for your community, as needed, to address issues of unhealthy living conditions.

Listed below is summary of the activities of the Community Health Nursing program.

Nashoba conducted twenty (20) public clinics in Stow, including blood pressure screenings, annual sugar and eye screenings, flu shots and an opportunity to consult with the nurse to address questions.

Our staff conducted 4 health promotion/well-being/volunteer visits in Stow.

We administered two hundred and fourteen (214) flu inoculations.

Nashoba reviewed, investigated and reported on the following cases of communicable diseases from your community. Though the daily reporting and investigating work is not always visible, it is vital to protect the public from the spread of disease.

Investigated Cases	59
Confirmed Cases	24

Communicable Disease Number of Cases

● Anaplasmosis	10
● Babesiosis	2
● Campylobacter	4
● Hepatitis C	2
● Influenza	3
● Listeriosis	1
● Salmonella	1
● Strep Pneumoniae	1

Dental Health Department

**Examination, Cleaning & Fluoride - Grades K, 2 & 4**

Nashoba’s Registered Dental Hygienists, operating out of the school nurse’s office provided these services to those children whose parents have given written consent.

**Students Eligible.....284**

**Students Participating..... 131**

**Referred to Dentist.....7**

**Instruction - Grades K, 1 & 5**

Nashoba’s Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining healthy teeth to all children in these grades.

**Number of Programs..... 13**

## **Permitting and Licenses**

In addition to the Permitting and Inspections by the Nashoba Board of Health, the local Board of Health issued the following permits and licenses:

- Rubbish Hauler Permits.....7
- Stable Licenses.....24
- Dumpster Permits.....12
- Retail Tobacco Permits.....8
- Title 5 Inspection Report reviews- 90

The Board of Health office is located on the second floor of the Town Building. Please call if you would like more information on any of the services we offer, such as sharps disposal, or recycling. As always, we encourage you to call or visit if you have any questions, problems, or concerns. We can be reached by phone at 978-897-4592 or email at [health@stow-ma.gov](mailto:health@stow-ma.gov). Please visit us on the Town of Stow website at [www.stow-ma.gov](http://www.stow-ma.gov).

Respectfully submitted,

Mary McDowell, Chair  
Marcia B. Rising,  
Merrily Evdokimoff

Cynthia Colosi, Office Administrator  
Justine St. John, Office Assistant  
Phyllis Tower, ACO/Animal Inspector

## **ZONING BOARD OF APPEALS**

The Zoning Board of Appeals, consisting of five (5) members and six (6) associate members, is appointed by the Board of Selectmen. As authorized by MGL c.40A, the Board is responsible to hear and decide applications for special permits, variances, and appeals from decisions of the Zoning Enforcement Officer. Consistent with MGL c.40B (affordable housing), the Board is responsible to hear and decide applications for Comprehensive Permits. The Board typically meets on the first Monday of each month and is supported by a part-time Secretary.

The Board received and acted upon an unprecedented amount of filings this year with hearings held on twenty-seven (27) applications for Special Permit and Variances; three (3) applications for Appeal of Unfavorable Action of the Building Commissioner; and three (3) applications for Comprehensive Permits. In addition, there are 4 ongoing court appeals of the Board's decisions.

### **Special Permit Applications**

- 234 West Acton Road – Special Permit Modification - Garage – GRANTED
- 126 North Shore Road – Dwelling addition and garage – GRANTED
- 14 Middlemost Way – Enclosure of existing breezeway and porch GRANTED
- 9 Red Acre Road – Special Permit to allow a three floor dwelling addition – GRANTED
- 271 West Acton Road – Special Permit to allow a second floor addition GRANTED
- 260 Sudbury Road – Special Permit to allow a garage addition –GRANTED

- 422 Gleasondale Road – Garage and dwelling addition – GRANTED
- 43-45 Crescent Street – Change in non-conforming use - GRANTED
- 142 Red Acre Road – Special Permit to allow a second-floor addition – GRANTED
- 222 Barton Road – Replacement of three-bedroom dwelling - GRANTED

**Special Permit and Variance Applications:**

- 94 Pine Point Road – Replacement of dwelling and garage - GRANTED
- 260 Sudbury Road – Dwelling addition – GRANTED
- 23 Davis Road – Replacement of a dwelling - GRANTED
- 21 Hale Road – Dwelling addition - GRANTED
- 12 Hastings Street – Storage shed – GRANTED
- 12 Pine Point Road – Deck replacement – GRANTED
- 81 Barton Road – Replacement of a dwelling - GRANTED
- 54 Pine Point Road – Covered porch - GRANTED
- 220 Barton Road – Replacement of a dwelling GRANTED
- 26 Pine Point Road – Two-car garage- GRANTED
- 42 Pine Point Road – Barn- GRANTED
- 62 Pine Point Road – Two-story addition – GRANTED
- Parcel 13 North Shore Drive – New dwelling – GRANTED
- 168 Barton Road – Replacement of existing dwelling - WITHDRAWN
- 151 Barton Road – Addition to existing workshop - WITHDRAWN
- 84 Peabody Drive – Two car garage - HEARING CONTINUED
- 9 Hale Road – Two-car garage - GRANTED

**Applications for Appeal of Unfavorable Action of the Building Commissioner**

- 84-92 Great Road – Two applications Appealing the Building Inspector’s denial of request for zoning enforcement – AFFIRMED IN PART AND REVERSED IN PART
- Parcel 19 North Shore Drive – Appeal of Building Inspector’s determination that a Special Permit is required – DETERMINED SPECIAL PERMIT IS NOT REQUIRED

**Applications for Chapter 40B Comprehensive Permits under consideration**

- 22 Johnston Way (Stow Elderly Housing Corporation) – 37-unit apartment
- 22 Johnston Way (Stow Elderly Housing Corporation) - Amendment to existing Comprehensive Permit dated 9/21/82
- Pine Point and Sudbury Roads (Habitat for Humanity – Duplex)

**Ongoing Litigation on Decisions under Appeal**

- Collings Foundation v. Stow Zoning Board of Appeals
- Piecewicz v. Stow ZBA/Quinn
- Piecewicz v. Stow ZBA/Bolinsky

- Kathleen Fisher v. Stow ZBA/Presti
- Presti Management Corporation v. Stow ZBA/Fisher

### Thanks

- The Board extends a special thanks to our long-time Secretary, Catherine Desmond, who retired from this position in December after 45 years of dedicated service. The Board would not have been able to carry out its duties with such unparalleled efficiency without the invaluable administrative support that she provided. Every Board member who served during her four and a half decades of service, and every applicant who came before the Board, benefitted greatly from her experience, institutional knowledge, and attention to details. And therefore the Town did as well. We all owe her a debt of gratitude.
- The Board would also like to thank Town Planner Jesse Steadman and Assistant Town Planner Valerie Oorthuys for stepping forward to assist the Board during the transition in staff change.

Karen Kelleher now serves as the Board's part-time Secretary and may be reached at [kkelleher@stow-ma.gov](mailto:kkelleher@stow-ma.gov) or 978-897-2784.

Respectfully submitted,

Edmund Tarnuzzer, Chairman (2019)  
Charles Barney (2018)  
William Byron (2020)  
Bruce E. Fletcher (2021)  
Vacancy (2022)

Andrew J. DeMore, Associate (2018)  
Mark Jones, Associate (2018)  
Lee Heron, Associate (2019)  
Associate Member Vacancy (2020)  
Ruth Kennedy Sudduth, Associate (2022)  
Associate Member Vacancy (2022)

Karen Kelleher, Secretary



## **TOWN SERVICES**

### **AGRICULTURAL COMMISSION**

The Stow Agricultural Commission is charged with maintaining the viability of agriculture in Stow. This includes advising other Town boards on matters pertaining to agriculture, resolving conflicts between agricultural and residential uses, and promoting agriculture in town. The Agricultural Commission has a website, [StowAgCom.org](http://StowAgCom.org), which provides notices of agricultural events and conditions. The site can also be reached through the Town website.

In 2011, a new berry pest arrived in New England: the Spotted Wing Drosophila. This pest attacks brambles such as raspberries, blackberries, and also strawberries and other fruit. The pest appeared in late August of that year, and pretty much wiped out the fall raspberry crop. While little damage may be evident in spring, it's during warm summer months when the pest builds up to significant numbers and may do the most damage. The pest is expected to persist through 2018 as well. No solution to this problem has yet been found. The combined efforts of the Extension Services of all the New England states are trying to determine the best way to combat this pest, but apparently the New England climate is ideal for them. There may be organic methods of control. When information is available, it will be posted on [StowAgCom.org](http://StowAgCom.org).

Residents are reminded that Stow has a right-to-farm bylaw, which reiterates State laws in our Town bylaws. As part of this bylaw, we provide a notification form for use in transfers of property that lets people know that farms are active in Stow. The notification form should be filed with the Selectmen's office before the transfer of property is completed. The form can be downloaded from [StowAgCom.org](http://StowAgCom.org) or through the Town website.

Respectfully submitted,

Dwight Sipler, Chair  
Liz Painter, Clerk

Kathy Steege  
Dave Buchholz

## **BUILDING DEPARTMENT**

The Building Department issued a total of 403 Building Permits in 2017. It was a very active year with 46 new dwellings started. In addition, structural steel erection for the Collings Military Museum began in October. Doug Hyde, our Assistant Facilities Manager / Local Building Inspector, has continued with oversight of the Town buildings and the bulk of the building inspections. Geoff Beharrell is now the Custodian for the Pompo Community Center and the Town Office Building, while Custodian Dave Ellis is providing services for the Library, Police Station and the Town Hall. Our inspections included commercial expansions, new homes, kitchen & bath remodeling, home additions, roofing, siding, wood/pellet stoves and annual inspections of schools, churches restaurants, golf clubs & day care facilities. In addition, we continued to attend seminars for the 9<sup>th</sup> Edition IRC & ICC/MA building codes and energy codes which became effective on January 1, 2018. In addition to the duties as Building Inspectors, we are also in charge of operation & maintenance of the following municipal properties: Town Building, Town Hall, West School, Crescent Street Garage, Old Crescent Street Fire Station and the Pompo Fire Station/Community Center. We also assist the Police Department and the Library Trustees with building improvement projects at their respective buildings. We have maintained the Town Buildings as follows:

### **Town Hall**

Two oil-fired furnaces provide heat at the Town Hall. One furnace was replaced due to firebox corrosion. Regular building maintenance and snow removal were performed. In addition, annual maintenance of the oil burners was completed as well as annual testing of the smoke detectors & fire alarm notification system.

### **Town Office Building**

Due to a leak, a 10 ft. section of sprinkler pipe with a sprinkler head was replaced in the first floor Men's Room. Several 3-way hot water heating valves were replaced. In addition, the underground emergency generator cable and the relocated cable box were installed at the southwest corner of the building. Regular maintenance items included changing air filters, grease for the air handling units and the hot water circulating pumps. The public water supply filtration system was checked and maintained daily. Annual inspections were completed for the elevator, smoke alarm system and the sprinkler system.

### **West School & Crescent Street Garage Building**

These buildings were checked periodically for security.

### **Old Crescent Street Fire Station**

Currently the building is being utilized for storage of several pieces of Highway and Police equipment. The Cemetery Department has relocated some of their summer and winter equipment into the building. Parking spaces on the Crescent Street side of the building are striped and are open for public use. Heat is maintained at 55 degrees F.

**Randall Memorial Library**

We provided assistance to the Library Trustees with a mechanical contract to replace two of the air handling units on the first floor. In addition, mini split heating & cooling units were installed in the Director's office and behind the book checkout counter. Three new condensers were installed at the exterior of the building. The Building Department provided clerk of the works and construction management for the contract. The under the concrete slab HVAC ductwork for air handling unit #3 was cleaned and air quality testing was performed. The top section of the brick chimney above the roof line was rebuilt under a separate construction contract. During 2017 the subsurface disposal system located in the Town Common failed. After obtaining a repair permit from the Board of Health, Doug Hyde and Bruce Fletcher, with the assistance of the Highway Department, replaced the necessary pipe and the distribution box and the system was put back into service. New underground electrical conduit and lights were installed for the War Memorial and the flag pole.

**Police Station**

Bids for a new HVAC system were received in the Spring of 2017. Demolition of the existing HVAC system occurred during the Summer and the new VRF HVAC system was installed and tested by December. The Building Department provided clerk of the works and construction management services for the project.

**Pompositticut Fire Station/Community Center**

2017 was the first full year of operation and maintenance of the building. The one-year contractor warrantee period expired on November 12, 2017. The building is functioning very well. We have maintained the mechanical & HVAC systems with some fine tuning of air flow to portions of the building. We built out shelving in the unassigned space for storage of Town-owned items. The building is now designated as the emergency shelter for Stow. The Board of Health emergency supplies are stored in the building. The Food Pantry is stocked and operational. For food security, new locks were added to the kitchen doors. The Fire Department has maintained their portion of the building, however all utility costs are paid through the Building Department. For the Community Center, custodian services and snow removal are provided by the Building Department. Scheduling of events for the Activity Rooms and the Function Room are handled by our Administrative Assistant Courtney Poulson.

In summary, I want to thank all the Town departments for their support and assistance. Many thanks to Doug Hyde and Administrative Assistant Courtney Poulson for their dedicated service in the Building Department.

Respectfully submitted,

Craig D. Martin, P.E.  
Building Commissioner  
Zoning Officer

Doug Hyde  
Assistant Facilities Manager  
Local Building Inspector

Courtney Hietsch, Administrative Assistant

Robert Norton, Wire Inspector

Charles Weeks, Deputy Wire Inspector

Michael Norton, Deputy Wire Inspector

Eric Sahlberg, Plumbing Inspector

Adam Sahlberg, Deputy Plumbing Inspector

Adam Sahlberg, Gas Inspector

Robert Smith, Deputy Gas Inspector

**BUILDING PERMITS ISSUED  
2017**

NUMBER of Permits	Type of Construction	Construction Value
13	Additions	\$2,284,544.74
17	Basements/Attics	\$346,537.00
1	Cell Tower Antenna	\$250,000.00
15	Commercial	\$7,195,896.25
28	Decks/Porches	\$501,015.00
3	Demo	\$30,336.00
5	Insulation	\$32,345.00
30	Kitchen & Bath	\$905,201.00
4	Municipal	\$376,120.00
6	Foundations	\$130,500.00
46	New Dwellings	\$15,891,372.00
4	Pools	\$115,000.00
11	Renovations	\$507,528.00
6	Structural Repairs	\$22,710.00
56	Roofs	\$690,328.00
17	Sheds/Barns	\$324,975.87
27	Sheet Metal	\$236,734.00
9	Solar	\$294,669.00
29	Sprinkler Modifications	\$133,200.00
11	Tents	NO VALUE
1	Voids	NO VALUE
50	Windows, Siding & Doors	\$811,010.69
14	Woodstoves	\$51,064.69
<b>TOTAL: 403</b>		<b>\$31,131,087.24</b>

**TOTAL PERMITS ISSUED  
2017**

#	Permits & Certificates	Fees Collected
403	Building Permits	\$306,874.00
240	Electrical Permits	\$28,215.00
160	Plumbing Permits	\$15,780.00
127	Gas Permits	\$11,055.00
34	Signs/Banners	\$968.00
1	Trench Permits	\$50.00
11	Annual Certificates	\$440.00
976	TOTAL PERMITS	\$363,382.00

**INSPECTIONS**

#	INSPECTION
629	Building
361	Electrical
167	Plumbing
88	Gas
<b>1245</b>	<b>TOTAL</b>

**COMMUNITY CENTER REQUESTS**

#	
68	Room Rental Requests

## **CABLE LICENSE ADVISORY COMMITTEE**

The Cable License Advisory Committee (CLAC) assists the Stow Board of Selectmen with awarding the license a cable company requires from the Town to provide cable television service to its residents. It also works to assure that the terms of the license are being followed.

Stow's first cable license was awarded to Adams Russell in 1986 and was last renewed in 2012 for ten years. Adams Russell provided Stow video cable service under this license for many years, and then sold its license to Cablevision, which sold it to AT&T. Today, Comcast holds that license.

The Selectmen signed a 15-year cable license with Verizon on June 24, 2008. Verizon has provided fiber optic cable to most parts of the town and offers full video cable service, along with high-speed Internet service and digital telephone service .

The contract with Comcast was renewed for ten years on October 23, 2012. The Cable License Advisory Committee joined forces with the Local Access Channel Advisory Committee (LACAC) to guide renegotiation of the town's cable contract with Comcast. LACAC engaged Attorney and Cable Specialist Bill August to help with the process. The new 10-year contract provides for gradually increasing Stow TV funding and a one-time stipend for equipment. It allows for Stow TV to have two programmable Comcast channels, and regulates many issues involving cable service to the town.

Comcast and Verizon provide Stow's local access channels which are programmed by Stow TV. Comcast channel 8 and Verizon channel 32 carry public and education programming. In addition, they each provide Stow with a second channel (Comcast channel 9 and Verizon channel 33) devoted to government and education programming.

Both licenses provide for a percentage of Comcast's and Verizon's income from Stow subscribers to be returned to the Town in order to support Stow TV operation. The Cable Committee ensures that all the terms of the license are being met and that all license payments are being made at the time specified by the license.

Comcast and Verizon broadband Internet and the digital telephone service provided are carried by the same cable each uses to provide Stow residents with video service. But only the video service requires a Stow license (and provides Stow with operational funds) since the Internet and telephone services are considered a 'data' service and are regulated by the State, not by Stow.

The Stow Cable License Advisory Committee has no control over the cost of service by either company, nor in the selection of programs offered by the companies over their video cable service. Subscribers need to call the company's customer service to resolve any problems of this nature. If the problem is related to providing service (not content or price) and cannot be resolved by customer service, contact the Stow Cable Committee to see if additional assistance can be provided.

Army Buckman

Robert Mong

## **CEMETERY COMMITTEE**

The Cemetery Committee, which reports to the Board of Selectmen, is composed of three members, each serving a three-year term. The committee oversees the management and upkeep of the Town's cemeteries.

The three cemeteries in Stow include Hillside Cemetery on Crescent Street, Lower Village Cemetery on Great Road and Pompositticut Street, and Brookside Cemetery on Gleasondale Road and Box Mill Road. All 15 acres are maintained by the Superintendent and Assistant Superintendent. We are assessing the 9 acres of land we purchased from Bob and Janet Derby.

We now assist in the duties of the facilities department in taking care of the snow removal at the six facilities buildings' parking lots as well as the spring and fall clean ups at those buildings.

The Committee members and the maintenance crew want to thank Dot (Dorothy) Spaulding and Marilyn Zavorski of the Ancient Documents Committee for the countless hours they have spent organizing file cards, maps, and other documents.

The Committee would like to thank Superintendent Robb \*GH\* Gledhill for the countless hours he puts into the cemeteries. We would also like to thank the Board of Selectmen, the Town Administrator, and all the townspeople who supported us during the past year.

In this year of 2017 we performed 28 burials, and we had 36 inquiries about genealogy, general plots, and burial information. We look forward to serving in any way we can, and we are continuing to prepare for the future needs of the cemeteries, and the Stow community as well.

Respectfully submitted,

Kenney Banks  
Glenn Hammill

Robb \*GH\* Gledhill, Superintendent  
Jake Babcock, Assistant Superintendent

## COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Act (CPA), MGL c. 44B, was enacted into legislation on September 14, 2000. Under this legislation, municipalities may opt to participate by adopting a property tax surcharge to create a locally-controlled Community Preservation Fund administered by a Community Preservation Committee (CPC). The state provides matching funds based on the percentage of surcharge adopted and the number of communities participating statewide. The Community Preservation Fund can be used to fund projects related to the acquisition and preservation of open space/recreation, the creation and support of affordable/community housing, and the acquisition and preservation of historic buildings, landscapes and documents. Stow voters accepted the provisions of the CPA in May 2001.

The fiscal year ending June 30, 2017 was the sixteenth year of collections and state matching grants in Stow. In November of 2017 Stow was awarded \$138,961 – a 24 percent match. Stow has received over \$4.0 million in matching state funds over the past 16 years. Community Preservation funds are deposited in a locally controlled, interest-bearing account. All projects recommended by the CPC must first be approved by Town Meeting before expenditures can be made from Stow's Community Preservation Fund. The CPC carefully reviews each project before bringing it to Town Meeting to determine whether or not it is eligible for CPA funding, assesses the feasibility of completion, and evaluates whether it might be possible to leverage other funds to make each project the best possible investment of the Town's funds.

At the Annual Town Meeting (5/1/17) voters approved Community Preservation warrant articles appropriating additional funds to the Affordability Safeguard Program (\$200,000), supported development of Affordable Homes by working with Habitat for Humanity (\$150,000), expanded the Historic Document Preservation Project (\$85,000), approved funds for the restoration of the second floor of the Historic Randall Library (\$380,000), approved funds in order to purchase a Conservation Restriction on Carver Hill Orchard (\$1,400,000) and small farm (\$275,000), allocated funds to create a Community Park at 323 Great Road (\$275,000), set aside Community Preservation administrative funds (\$34,000) and allocated for Community Preservation annual reserves required under the Community Preservation Act: Historic Preservation (\$70,000), Open Space and Recreation (\$70,000), and Affordable Housing (\$70,000).

The Community Preservation Committee consists of the following members:

Ernie Dodd	Planning Board
Vin Antil	Open Space Committee
Mike Busch	Recreation Commission
Bill Byron, Vice Chair	Council on Aging
Richard Connelly	Assessors' Office
Andy Crosby	Historical Commission
Cortni Frecha, Chair	Conservation Commission
Bob Larkin	Housing Authority
Atli Thorarensen	Finance Committee

Krista Bracci, Administrative Assistant



<b>Approved Stow CPA Projects 2001 to Present</b>	<b>Approved Project Amount</b>	<b>Final Project Cost</b>
<b>Totals for Open Space/Recreation</b>	<b>\$ 4,933,100.00</b>	<b>\$ 2,393,344.70</b>
Conservation Comm Acquisition of Open Space	\$ 50,000.00	\$ 50,000.00
Con Comm Additional Open Space Funds	\$ 50,000.00	In progress
Funds spent thus far \$1,250.00		
Hale Woodlands	\$ 35,000.00	\$ 35,000.00
Lake Boon Preservation Project	\$ 77,000.00	\$ 33,299.89
Assabet Rail Trail Easement	\$ 227,000.00	\$ 135,949.50
Moseley APR	\$ 23,600.00	\$ 23,600.00
Maple Street CR for SCT	\$ 80,000.00	\$ 75,000.00
Snow Property Acquisition	\$ 673,000.00	\$ 658,899.46
Stow Community Park Construction	\$ 1,000,000.00	\$ 999,595.93
Design Plan for Track Road Rail Trail	\$ 46,000.00	In progress
Fitzpatrick Property Acquisition	\$ 95,000.00	In progress
Purchase Price \$84,516.19		
Design Funds for Pine Bluff	\$ 40,000.00	In progress
Funds spent thus far \$30,730.50		
Additional Funds for Pine Bluff	\$ 39,500.00	In progress
Funds spent thus far \$14,155.30		
Creation of Rec Facilities at Pine Bluff	\$ 242,000.00	\$ 242,000.00
Tuttle Lane Land Acquisition	\$ 140,000.00	\$ 140,000.00
Invasive Species Mapping and Control	\$ 25,000.00	In progress
Funds spent thus far \$13,975.60		
Purchase of Boon Road APR	\$ 140,000.00	In progress
Creation of 323 Community Park	\$ 275,000.00	In progress
Carver Hill Conservation Restriction	\$ 1,400,000.00	In progress
Small Farm Conservation restriction	\$ 275,000.00	In progress
<b>Totals for Historical</b>	<b>\$ 872,419.00</b>	<b>\$ 293,662.36</b>
West School Parking/Access	\$ 20,000.00	In progress
Funds spent thus far \$6,932.66		
Blacksmith Shop	\$ 929.00	\$ 745.00
Lower Village Cemetery Wall Restoration	\$ 9,990.00	\$ 9,918.28
Lower Village Cemetery Wall Restoration #2	\$ 19,500.00	\$ 14,199.08
Lower Village Cemetery Wall Restoration #3	\$ 20,000.00	\$ 17,500.00
Rehab Monuments & Headstones	\$ 48,000.00	\$ 46,300.00
Historic Document Preservation Project	\$ 100,000.00	\$ 100,000.00

Town wide Inventory of Historic Properties	\$ 50,000.00	In progress
Funds spent thus far \$47,500.00		
Historic Document Preservation , Phase II	\$ 85,000.00	In progress
Brookside / Hillside Cemetery Wall Restoration	\$ 60,000.00	\$ 56,000.00
Design Funds for Randall Library (art. 48, 5/14)	\$ 25,000.00	\$ 25,000.00
Additional Design Funds for the Library (art. 42, 5/16)	\$ 25,000.00	In progress
Funds spent thus far \$7,702.22		
Library 2nd Floor Restoration	\$ 380,000.00	In progress
Mapping of Lower Village/Hillside Cemeteries	\$ 24,000.00	\$ 24,000.00
Additional Funds for Cemetery Mapping	\$ 5,000.00	In progress
Funds spent thus far \$207.00		
<b>Totals for Affordable/Community Housing</b>	<b>\$ 2,927,200.00</b>	<b>\$ 356,163.00</b>
Pilot Grove Perpetual Deed Restrictions	\$ 350,000.00	\$ 350,000.00
Purchase Perpetual Deed Restriction	\$ 250,000.00	In progress
Consultant SMAHT	\$ 7,200.00	\$ 6,163.00
Affordability Safeguard Program	\$ 220,000.00	In progress
Affordability Safeguard Program Extension	\$ 200,000.00	In progress
Habitat for Humanity Units	\$ 150,000.00	In progress
Pilot Grove and Plantation Expansions	\$ 1,750,000.00	In progress
Pilot Grove is complete \$825,000 & Spent \$60,798.60 on Plantation		
<b>Date Generated: August 2017</b> <b>Source: Accounting Report 7/1/16 - 6/30/17</b>		

## **COMMUNITY SERVICES DIRECTOR**

The Stow Community Services Coordinator provides confidential, professional social work services to residents of all ages. Residents can visit the Community Services Coordinator office at the Pompositticut Community Center for information, referrals, and supportive counseling. Home visits are also available for residents with limited mobility and after hours appointments may be arranged to accommodate residents' work schedules. Office hours are held Mondays and Wednesdays 8am to 4pm. Appointments are recommended. Stow residents may self-refer by calling 978-897-2638 or emailing [townsocialworker@stow-ma.gov](mailto:townsocialworker@stow-ma.gov).

In 2017 the Community Services Coordinator saw a consistent trend in the number of contacts with vulnerable residents; more than 100 Stow households were provided over 400 referrals or counseling for a range of services including, but not limited to: emergency financial assistance, mental health and disability resources, employment and education resources, affordable housing information, and multigenerational family caregiver resources. The Community Services Coordinator also assists with applications and upon request advocates on behalf of residents to medical providers, insurance providers, and state/federal programs such as SNAP, Department of Transitional Assistance, and more.

In addition to direct resident meetings, the Community Services Coordinator also communicates with a number of local agencies to ensure that residents are connected with supports that meet complex needs. To facilitate this ongoing collaboration, the Stow Interdisciplinary Group was formed in 2017 and meets quarterly to discuss community trends and share resources. Members of the group include representatives from the Fire Department, Police Department, Board of Health, Council on Aging, Recreation Department, Warm Hearts of Stow, Plantation and Pilot Grove apartments, Nashoba Public Health nursing, Stow Food Pantry, Stow Community Chest, and local faith groups. The Community Services Coordinator is grateful for the support and spirit of collaboration of all group members.

The Community Services Coordinator is also excited to be working with ClearPath and the Council on Aging to launch a successful Buried In Treasures de-cluttering workshop which began in November 2017. In the coming year the Community Services Coordinator plans to develop a caregiver support group for residents caring for loved ones with chronic or life limiting illness. The Community Services Coordinator looks forward to continued opportunities to promote the health and well-being of all Stow residents.

Thank you for your continued support of this important town resource.

Respectfully submitted,

Lauren Abraham, LICSW

Stow Community Services Coordinator

## COUNCIL ON AGING

The Council on Aging (COA) is one of the larger departments in town, which acts as the social service agency serving not only seniors, but all ages in need, including low income and/or disabled citizens. The COA has grown tremendously at our new location at the Pompositticut Community Center. We are able to offer many more programs and services due to the increase in space and having everything under one roof. This past year the COA has assisted approximately 923 people (unduplicated). On average, 64 people call or come in each day.

Our Outreach Coordinator and Worker provided numerous hours of assistance through information and referrals regarding: housing, homecare, fuel assistance, food stamps, food pantry referrals, Meals on Wheels, Are You Ok Program (RUOK), Life Line, medical equipment, home and hospital visits. The COA staff work closely with the Community Services Coordinator on the more challenging cases. In addition, the COA staff also work closely with other Town departments such as: Board of Health, Police, Fire, Town Clerk, Treasurer and Assessor's office.

Our ***Transportation Service*** continues to be our number one service. The COA transported approximately 843 riders totaling 6,407 trips covering 39,962 miles this past year. The total cost of services for Transportation is \$65,038, of which \$47,285 was reimbursed by Montachusett Regional Transit Authority (MART), and an additional \$5,201 was collected through ride fares, reducing the cost to the Town to only \$12,552.

A variety of ***Nutritional Programs*** are offered such as: Congregate Meals, Meals on Wheels, Community Breakfast, and "Soups On" Program, with all the COA staff officially ServSafe certified. The COA continues the increasingly popular program offering day-old food that local supermarkets have generously donated. The COA has volunteers picking up food five days a week and distributes it to the Stow Food Pantry, Stow low income housing, meal site and Stow's most needy citizens. The remainder of the food is distributed at the COA, available all day for Stow residents.

A variety of ***Programs and Services*** are offered through the Council on Aging throughout the year. For example, ***Creativity Classes*** such as Crafts and a new Watercolor class are offered weekly, and a popular Chinese Brush Painting, Silk Scarf Painting Workshop and Bread Making Class were also offered. In addition, a Boxwood Tree Arranging class was held, which everyone enjoyed. ***Health and Educational*** presentations are offered monthly on a variety of topics such as: Medicare Fraud, District Attorney Senior Protection, Spirituality and Aging, Safe and Secure Online, Nature Poetry & Reminiscence Talks. Podiatry Clinics are held monthly. A group of 20 seniors participated in an Activity Tracker study at Tufts University School of Medicine. New Clinics offered in 2017 were Hearing Evaluation, Blood Sugar & Vision Screenings. This past year, the COA loaned out over 150 items of Durable Medical Equipment including: wheelchairs, tub transfer benches, shower chairs, commodes, walkers, and other miscellaneous items. Weekly ***Exercise Classes*** offered include: Aerobics, Arthritis Stretch, Qi Gong, Tai Chi, Yoga and Zumba Gold. New weekly classes offered this year were Brains & Balance and Line Dancing. The Community Center Circuit Exercise Room is open to all ages, and is becoming increasingly popular.

**Outings & Social Programs** included: Boston Symphony Orchestra Open Rehearsal, Boston Flower Show, Spirit of Boston Tall Ship Cruise, Horseneck Beach, Bearskin Neck – Rockport, River Cruises, a variety of Nature Walks, many ethnic restaurants & shopping excursions, and a variety of holiday parties. Our most popular Intergeneration Event is held during May and June. The COA participated in a 7-week “Bridges Together” program, matching over 40 seniors with students, working together in the classroom on a variety of lesson plans. This continues to be a very successful program and it is mandated that every 4<sup>th</sup> grade student at Center School participate. A new bimonthly event offered was a Veteran’s Coffee Hour Social. **Games** offered were Billiards, Chess, Social Bridge, Mahjong, and Poker.

The COA 16-page colorful newsletter “The Stow Senior Scoop” continues to be mailed out as an insert in the Action Unlimited to every household in Stow on the last Saturday of every month.

The COA oversees the Senior Tax Work-Off Program which continues to be very beneficial; 13 participants worked in various Town departments, the library, and the schools in 2017.

COA has a gift shop at the Community Center that offers beautiful handmade gifts by Stow seniors and a variety of products with the Stow logo on them.

In 2017, the COA relied heavily on the 107 dedicated volunteers who provided approximately 5,933 hours of their time, offering their talent to improve all that the COA offers and the quality of life for the seniors of Stow. This is a savings of over \$65,263 to taxpayers. Volunteers are assigned to a variety of duties such as: receptionist, data entry, bookkeeping, newsletter editor, and general office help. We also have friendly visitors, volunteer drivers, food program assistance, cooks for breakfast, birthday cake bakers, musicians, handymen, crafters and a tax preparer. In addition, volunteer instructors teach exercise, craft and watercolor classes, computer help, money management and a variety of tasks too numerous to list here. The COA would not be able to do all that we do without their help. Our “Unsung Hero Award” was presented to Kathleen Nagle who clocked in over 300 hours in 2017. This was well deserved, as she has been a dedicated volunteer and done an incredible job in the COA Food Program. She made a huge impact in making our COA a welcoming place in her special gentle way. She always has a warm smile, listening ear, and big heart.

**Free Professional Services** offered were: a Reiki Clinic, Repair Café, AARP Income Tax Preparation, and In-Home Computer Repair Service including distributing free refurbished computers and printers to seniors.

The Stow Friends of the Council on Aging (SFCOA) raise funds to supplement the COA. This past year, the Friends donated over \$36,212. Without their financial support, the COA would not be able to offer such a variety of programs and services. They pay for our monthly Newsletter, Outreach Activities and Supplies, and help pay for the cost of the Instructors for our Exercise Classes. Through the years they have purchased and each year maintain all four COA Vans.

Minuteman Senior Services (MSS) provided services this past year to over 1,114 residents (duplicated) of Stow at a total value of \$406,128 in return for Stow’s Local Share contribution of

\$1,450. Services include: Information & Referral, Care Management & In-Home Care, Caregiver Support, Protective Services, Meals on Wheels, Senior Dining, Nursing Home Screening, S.H.I.N.E (Serving Health Insurance Needs for Everyone) Benefits Counseling and Senior Citizens Law Project.

Local organizations have offered their help, including the Rotary Club of Nashoba Valley, Stow Garden Club, the Stow Schools, the Scouts, and Stow Lions Club. Local businesses have supported the COA throughout the year, including: Nancy's Airfield Café, Shaw's & Stow farms & orchards.

COA Funding Sources include: Mass. Executive Office of Elder Affairs, Stow Community Chest, Stow Cultural Council, Stow Friends of the COA, Stow Lions Club and the Stow Womens Club.

Respectfully submitted,

Alyson Toole, Executive Director

Sharon Funkhouser, Outreach & Volunteer Coordinator

Suzanne Howley, Outreach Worker

Gilda "Gigi" Lengieza, Transportation & Front Desk Coordinator

William Byron, Chair

Ruth Delmonico, Secretary

Ruth Banfield

Peter Cirioni

Stephen Dungan

Susan Matatia

Susan Pauley

Brian Burke, Associate

Rep. Kate Hogan, Associate

Kathy O'Brien, Associate

## CULTURAL COUNCIL

The Stow Cultural Council is dedicated to creating a closer-knit community in Stow by sponsoring and supporting activities in the arts, humanities, and interpretive sciences that bring the diverse elements of our community together for enjoyment and cultural enrichment. The SCC especially seeks to fund projects that bring together parts of the community that do not often interact in their day-to-day lives in order to foster understanding by experiencing events together, working on projects and sharing stories about Stow's history.

The Stow Cultural Council completed a successful year, receiving a total of \$8,500 in grants from the following sources: \$4,500 from the State Legislature through the Massachusetts Cultural Council; \$1,500 from Town Meeting; and \$2,500 from the Fieldstone Foundation.

The council voted to grant funds to the following projects for 2016/2017 fiscal year:

- Scottish Country Dancing: \$300
- Lake Boon Water Carnival Music Boat: \$125
- Randall Library Summer Reading Program and Special Events: \$850
- Sounds of Stow 2016-17 Concert Season: \$700
- The Virginia Thurston Healing Garden Expressive Arts Therapy Programs: \$300
- Nashoba Friends of Drama Spring Musical: \$700
- Spinning History: Heroines on the Home Front: \$500
- Plein Air Poetry Chapbook: \$100
- The Discovery Museum Especially for Me Program: \$250
- 2017 Center School Arts Buffet Festival: \$300
- Minecraft Madness!: \$499
- An Interactive Sculpture Garden at Old Frog Pond Farm: \$300
- Hudson Area Arts Alliance: \$300
- Fitchburg Art Museum 82<sup>nd</sup> Regional Exhibition of Art & Craft: \$100
- SpringFest Silent Movie: \$300
- Acton Community Chorus 2016/2017 Concert Series: \$100
- Maynard Honeybee Meadow: \$200
- Nashoba Symphonic Band: \$500
- Concert by the Solstice Sackbuts: \$450
- Ed Morgan's The Children's Garden: \$500
- Total awarded: \$7,374

The Stow Cultural Council encourages any Stow resident or organization to apply for a grant for a project of his or her own imagination, or to sponsor an event by an area artist or performer, that will benefit the Stow community through arts, science, and/or culture. Area residents and organizations with ideas for projects benefiting the Stow community are also welcome to apply. Grant applications were due October 15, 2016 for the 2017 grant cycle. Awards were announced in January 2017. For more information see the Cultural Council page on the town website, [www.stow-ma.gov](http://www.stow-ma.gov).

Stow Cultural Council successfully explored outreach to neighboring Cultural Councils to seek opportunities for collaboration and joint events. In conjunction with Maynard Cultural Council

we put on a celebration and publicity event for the grantees at the Fine Arts Theatre in Maynard. The event proved very popular and was well attended by folks from Stow, Maynard and beyond, including Rep. Kate Hogan and Selectman Don Hawkes from Stow.

Additional highlights for the Stow Cultural Council in 2017:

- Coverage in the Boston Globe
- Coverage in the Stow Independent

Membership currently stands at nine (9) members. The Council is required to have 5 members in order to receive and disburse funds. The Council is able to add additional new members.

Respectfully submitted, Angela Santos and Rick Lent (Co-Chairs).

Rick Lent, Co-chair  
Angela Santos, Co-chair  
Amie Shei, Treasurer  
Hector Constantzos  
Jennifer Edgerton

Shawn Gross  
Rachel Gwaltney  
Mary Bradt Mintz  
Alex Rosiewicz



## **ECONOMIC DEVELOPMENT AND INDUSTRIAL COMMISSION (EDIC)**

The Economic Development and Industrial Commission (EDIC), consisting of business owners and interested Stow community residents, is a seven member Commission appointed by the Board of Selectmen in accordance with M.G.L. Chapter 40, Section 8A.

### **Organization**

The Economic Development and Industrial Commission is made up of seven members serving staggered terms, not exceeding 5 years.

In September, the EDIC welcomed two new members, Jennifer Gero and Jean-Claude Sureau.

### **Mission Statement**

The Stow EDIC will support new and existing businesses, identify needs and action steps to further opportunities throughout Stow and work with residents to better understand the most appropriate types of business development. To accomplish these goals the EDIC will welcome new businesses to Stow by streamlining the understanding of local regulations, act as liaison between business interests and the Town Government and develop baseline information and studies on Stow's evolving economic condition.

### **Commission Efforts**

The EDIC completed an initial assessment of the Zoning Bylaw section relating to signs, which was identified through the 2015 Stow Business Survey as a regulatory challenge for local businesses. In partnership with the Planning Board, the EDIC plans to form a working group to recommend updates to the Sign Bylaw.

The EDIC continued to engage in planning processes for Lower Village, through supporting the Planning Board's Lower Village Traffic Safety Improvement Project and assisting with a grant application for a business district assessment and market analysis of Lower Village. Additionally, the EDIC worked with Town staff to learn more about mixed use zoning and the potential effects zoning updates could have on the current patterns on use in Lower Village.

The EDIC closed out 2017 with a discussion of its 2018 work plan, with exploration of a Stow area job fair to help match qualified job seekers with area businesses and the potential for partnership with the Small Business Administration to bring resources to the many small and growing home businesses in Stow. Together with input from town residents, the EDIC is looking forward to a productive 2018. This past year's focus on enhancing the economic climate in Stow would not be possible without the dedicated time and effort volunteered by the Stow residents making up the Commission.

Respectfully submitted,

Kevin Whalen, Chair  
Thomas Farnsworth, Vice Chair  
Andrew Bluestein  
Robert Collings

Jennifer Gero  
Serena Howlett  
Jean-Claude Sureau

## HIGHWAY DEPARTMENT

Every year, the Highway Department completes a multitude of road projects to improve our roadways. We also focus on regular road maintenance, including street sweeping, repairing catch basins, filling potholes, fixing drainage problems and maintaining street and radar signs, among other things. In the winter, the snow and ice removal operations become our primary focus, making the roads safe and passable for the prudent driver.

Last winter we had about 60" of snow-about double what we had in 2016. We were dispatched to plow 13 times, and because of the cold, we salted the roads 68 times. New England proves to be unpredictable every year, but we continue to rise to the challenge!

Throughout the course of every year we do quite a lot of brush trimming and tree cutting to keep the roads and intersections as safe as possible. This year was no different, and we spent approximately 6 weeks cutting roadside brush and low limbs. We also removed 23 large roadside trees that were dead and had been deemed a hazard by the Tree Warden.

During the construction season, we resurfaced a number of roads. We resurfaced Great Road between Lantern Lane and the Bolton town line, sections of Hudson Road and all of Red Acre Road. We also completed road resurfacing on Hillcrest Avenue. These projects were largely paid for using Chapter 90 funding provided by the Commonwealth of Massachusetts, with the exception of Hillcrest Avenue which the Town voted to resurface at the May 2017 Town Meeting.

In July, we took delivery of our two new 1-ton pick-up trucks. These are essential additions to our fleet. We use them almost every day during all four seasons and they are truly versatile.

I continue to be impressed with all of our hardworking employees. This work truly would not be possible without them. I am thankful for their dedication to this town and this department throughout the year.

Respectfully Submitted,

Michael E. Clayton, Superintendent of Streets  
Justine St. John, Administrative Assistant  
Brian Hatch, Crew Chief  
Brian Taranto, Crew Chief  
Albeo Duguay, Tree Worker  
Bruce Fletcher, Tree Warden/Consultant

Scott Morse, Assistant Superintendent of Streets  
Tim Gray, Equipment Operator  
Josh Cox, Driver/Laborer  
Chris Ogilvie, Driver/Laborer  
Ben Miele, Driver/Laborer

## **STOW HOUSING AUTHORITY**

The Stow Housing Authority, founded by town meeting, is authorized by and operates under the provisions of Chapter 121B of the Massachusetts General Laws to manage and administer low-rent housing programs, funded by the Massachusetts Department of Housing and Community Development (DHCD) and the U.S. Department of Housing and Community Development. The Stow Housing Authority is governed by a Board of five commissioners, four of whom are locally elected with the fifth member appointed by the Commonwealth. The Board of Commissioners meets as necessary at the Town Building.

Respectfully submitted,

W. Robert Dilling, State appointee  
John Kendra  
Michael Kopczynski

Robert Larkin, Chair  
Cynthia Perkins  
Jaclyn Beaulieu, Administrator

## **INFORMATION TECHNOLOGY DEPARTMENT**

What's new in Stow regarding IT? We now have a new website with improved access and better navigation tools. This website behaves nicely when you access it by smartphone or a tablet. All of the various departments and boards have greater access to update everyone on what's happening. Improved calendar displays keep you informed of meetings and events. Signing up for the news alerts and agendas or minutes is easier. As time goes on and all of the information is migrated to the new site, it will be an easy task to find the municipal information you need.

More improvements to the networks used by our public safety departments are also in the works. Updated, faster access to internal and external data means faster response times for first responders and added safety to residents.

The overall attitude toward technology in the workplace has improved and it's generally accepted that when a problem arises it will promptly be corrected. The idea that someone might lose access to their computer or lose their work due to a glitch has gone away. IT support strives to treat everyone with courtesy and professionalism. This professional attitude cascades to the interactions with the public when they come to the Town Building.

Respectfully Submitted,  
Ron Eld, Director of Information Technology

Det. Sgt. Michael Sallese, Public Safety Technical Assistance

## LAKE BOON COMMISSION

The Lake Boon Commission (LBC) was enacted by the Massachusetts legislature as Chapter 712 of the acts of 1941. It is comprised of three members: Two appointed by the Stow Selectmen and one by the Hudson Selectmen. Current serving members are Donald Hawkes (Chair) and Kris Krablin from Stow, and Conray Wharff from Hudson. The LBC holds publicly posted meetings at the Stow Town Building about once a month.

2017 continued to be a year of transition for the LBC and lake residents on several fronts. State law governing boating safety takes precedence over our long-established rules and enforcement practices. This has two major impacts to our 165-acre lake: 1) The requirement for motor boats under certain circumstances to stay 75 feet from shore, swimmers, other boats, etc. is invalid: the enforceable distance is actually 150 feet per Mass. General laws, 2) The LBC can no longer perform patrol and rules/law enforcement anywhere on the lake. These functions are now being performed by the Stow Police and the Environmental Police. Continuing to adapt to these changes will require additional information-sharing and patience between residents and public safety officials. Further, as a result of these changes, our long-serving LBC Patrol Officer Lee Heron (former Commission member) is now subject to annual appointment by the Stow Board of Selectmen, and he is supervised and paid by the Stow Police Department. Operational and other budgeted cost items are divided 2/3 – 1/3 between towns of Stow and Hudson. NOTE: ALL calls concerning Lake Boon safety and/or law violations must be made directly to Stow Police at 978-897-4545.

Listed below is a partial list of safety rules and laws of which Lake Boon boaters must be aware. The Lake Boon police patrol and/or the Mass. Environmental Police may issue citations and fines for violation of any of those listed below, plus others, the knowledge of which is the responsibility of boat owners/operators:

- Boats are required to maintain headway speed only and use prescribed lights from sunset to sunrise. From sunrise to sunset the lake speed limit is headway speed only. On all Sundays and holidays, “quiet time” is defined as headway speed only from 2 PM to 6 PM.
- Boat owners are responsible for any unsafe/damaging results of the wakes produced by their boats regardless of who is driving their boat.
- Jet Skis are required by state law to be 150 feet away from everything at any speed other than idle. It means that you have to idle out 150 feet from shore before applying power, and the operators must stay 150 feet from shore, other boats and swimmers at any speed other than idle. Jet skis and other personal watercraft are prohibited at all times from towing any device.
- Possession of alcoholic beverages on the waters of Lake Boon is prohibited. Throwing anything into the lake is against the by-laws. That includes leaves and grass as well as

the more obvious trash. You can get a ticket just for having alcoholic beverages in your boat or throwing trash overboard.

- Any towing activity requires 3 people: one to be towed, one to drive and one to observe. Pulling a person without an observer is a major safety issue. Observers must be at least 12 years of age. Towing of more than one person on a device is not allowed under Lake Boon rules.

A complete systematic review of LBC rules and how they interact with State and Environmental Police laws was begun during 2017. Should this review recommend changes, it would require Town Meeting approvals in both towns. This important work will continue by the LBC during 2018, and will provide ample opportunity for public review and comment prior to steps leading to promulgation.

Lake Boon is host to non-native invasive weeds exacerbated by increased nutrient loading. The primary way to address this problem is through a comprehensive lake management program. Key features are steps to reduce nutrients reaching the lake and aquatic vegetation management. The latter involves the annual licensed application of state-approved herbicides in accordance with state permits and Orders of Conditions from the Conservation Commissions of Stow and Hudson. Nutrient management is accomplished by intercepting nutrients before they get to the lake in catch basins and by using a program of winter-lake drawdown, which removes some of the nutrients that otherwise would grow an even more robust weed crop. The Lake Boon Commission works with the Stow and Hudson boards as well as many interested parties, such as the Lake Boon Association, to effectuate this program. Normally the annual drawdown starts in October. The lake is dropped slowly and steadily until early November, when it reaches 18 inches from the Top of Concrete (TOC) of the spillway structure. The boards are normally put back in the dam in March when the ice begins to recede from the shoreline to minimize damage to docks. The lake level should be restored to normal summer level by April 1, 2018. The Commission wishes to express its appreciation to the extensive efforts of former LBC member Theresa O’Riorden (Stow) whose term expired in 2017.

Respectfully submitted,

Don Hawkes, Stow, Chair  
Kris Krablin, Stow  
Conray Wharff, Hudson

Volunteer members  
Andy Pollock for weed management  
program

## **OPEN SPACE COMMITTEE**

The purpose of the Open Space Committee is to advise the Town on open space protection priorities and to assist the Conservation Commission in developing and implementing Stow's Open Space and Recreation Plan.

The Committee was involved in reviewing and advocating for several land protection projects during 2017. Notable among these is a joint effort between the Town and the Stow Conservation Trust to secure two of Stow's important farms – Carver Hill and small farm (lowercase intention), by purchasing conservation restrictions and public trail easements on both properties. Warrant articles committing CPA funds to both of these projects were brought to 2017 Annual Town Meeting and received overwhelming support.

The Open Space Committee participated in Stow's Chapter 61 Quick Response Team, analyzing properties for their conservation value, including the Scansaroli property on Old Bolton Road and a portion of the Cushing property on Walcott Street. In both cases the Committee recommended that the Town take no action on its right of first refusal.

The committee has worked with the Conservation Commission, Recreation Commission and Stow Conservation Trust to finalize plans for a town park adjacent to Minister's Pond Park off Great Road in Stow's Town Center. A proposal for funding construction was approved at Annual Town Meeting in 2017.

Following up on a recommendation in the Stow Open Space and Recreation Plan, the Committee spent time examining the potential for additional land protection as well as the expansion of Stow's Emerald Necklace trail into Stow's southwestern quadrant. The Committee reviewed maps and trail possibilities in the field. Work will continue on this effort into next year.

The Committee also kept apprised of the status of sale or development of several major parcels in town including Stow Acres Golf Course on Randall Road, the Lundy property off Sudbury Road, the Quirk property off Athens Lane, the Kane Land off Gates Lane, and the Kunelius property on Red Acre Road.

Open Space Committee member Vellyn Antonelli resigned in 2017 and Carole Sureau was appointed to serve on the Committee. We thank Vellyn for her service to the Town. Greg Jackson was appointed to fill a vacancy on the Committee. After a period of rotating chairmanship, Carole Sureau agreed to serve as chair in 2017. Vin Antil continued to serve as the Committee's voting representative on the Community Preservation Committee. The Committee accepted an offer by Kathy Sferra, Conservation Coordinator to provide modest administrative support to the Committee. Upon request from the Board of Selectmen, the committee members have moved from indefinite terms to three year terms.

Respectfully submitted,

Vincent Antil  
Eve Donahue  
Greg Jackson  
William Maxfield, Vice Chair

Carole Sureau, Chair  
Robert Wilber  
Kathy Sferra, Conservation Coordinator,  
Staff

## **RANDALL LIBRARY**

The library continued to uphold its mission to cultivate an efficient and energetic staff, provide high quality and multi-format materials and offer programs of educational and cultural benefit to the community in 2017.

### **Attendance and Circulation**

46,349 people visited the Randall Library during the calendar year 2017 to pick up books and materials, browse the collections, attend special events and use the library for meetings and quiet study.

An average of more than 5,243 non-digital items circulated from the Randall Library per month in 2017. These included check-out and renewals done at the Randall Library circulation desk and the remote renewal of Stow-owned print items. Renewals and checkouts of digital materials to Stow patrons totaled 9535 items in 2017.

### **Special programs**

The Randall Library continued to fulfill its mission to provide informational and educational enrichment to the town of Stow by providing a number of special programs during 2017. Within the year the library staff provided 216 special educational and cultural programs for adults, children and young adults with an attendance of 3,235 participants.

### **Adult Special Programs**

Authors appearing at the Randall Library in 2017 included: J.L. Bell, author of “The Road to Concord”, Peter Zheutlin, author of “Rescued”, and Ali Hossini, the author of “The Place of Stones”.

The library sponsored other special programs for adults including meetings of the Randall Library Cookbook Club, one-on-one tech support sessions with Bob Katz, open house meetings on the upcoming library restoration, yoga classes, family board game nights, adult tutoring sessions, a post-Halloween candy collection drive to benefit U.S. veterans, an “Understanding Addiction” lecture, a presentation on foster care and adoption in Massachusetts, an art history lecture with art historian Martha Chiarchiaro on the history of woman artists, and a series of presentations by Marie Patrice Masse on seed collection titled “Confessions of a Seed Snatcher”. Special library programs which focused on history included: “The Art of Etiquette” presented by Megan McNeil of Historic New England, “Preserving Your Family Memorabilia” with archivist Rhonda Chadwick, and “The Incredible Shrinking Stow” presented by local historian David Mark. The Library also sponsored a presentation on primary source materials at the New England Historical Society that was for the benefit of young adults and educators. Musical performances at the library included the talents of guitarist Paul Spiedel, The Parish Jazz Band and a Halloween music performance by the Solstice Sackbutts.

### **Young Adult Special Programs**

In order to better serve the needs of all the library's patrons, especially those who frequent the library after school from Hale Middle School, the staff provided programs that focused exclusively on the interests of 'tweens and teens during 2017.

YA special programs included: Tutoring, STAB meetings, M.U.T.T.S Club meetings, after-school movies, Light-up Day of the Dead Mask Making, Library Mini Golf, Lego clubs, Build Your Own Holograms, Teen Yoga, Google Cardboard for Teens, Build Your Own Drawing-Bot, Build Your Own Bottle Rockets, Recycled Book Art, Teen Tetrahedral Kite Making, Build Your Own Fidget Spinners, Painting with Bottle Rockets, Teen Food Fear Factor, a visit from Lilly the Pit Bull Hero, Halloween Scary Movie Day, Board Game Night, How to Find Primary Source Materials at the New England Historical Society, a YA Book Club, The World-Wide Amazing Race for Teens and a 3-D Printing workshop.

STAB (the Randall library's Stow Teen Advisory Board) meetings continued to be held on a monthly basis, spearheaded by local Stow teens and overseen by the Randall Library Youth Services Librarian and Library Aide Olivia Sederlund.

The Randall Library's M.U.T.T.S (Motivated, Understanding, Thoughtful, Teenaged, Students) Club held meetings and programs at the library that enabled young adults to provide help to animals in need.

### **Children's Special Programs:**

The Randall Library had another successful year of summer reading with its "Build a Better Stow" reading program, designed by Youth Services Librarian Christine Morrison. By reading for a pre-determined amount of time each participant in the program received a number of Lego pieces that they could use to build a structure of their own design for display at the library. These imaginative designs reflected each child's plans for a building, park or structure that they wished was available to the general public in Stow. It was encouraging to see that about two-thirds of the kids who signed up for the 2017 Summer Reading Program actually participated, thereby avoiding the "summer slump" and finding some good reads in the bargain.

The library held many special programs for children during 2017 in addition to its regularly scheduled weekly children's programs. These programs included: Musical performances by local musician Ed Morgan, both robotic and regular Lego clubs, free onsite tutoring, SPAN Kinder Music, Mini-Golf for Kids, Kinder Yoga, Kindergarten Story-times, Dartpocolypse, Meet the Spring Lambs, Sciencetellers, Pond Exploration, Mastermind Adventures (Star Wars and Harry Potter games), Stow Police and Library Summer Camp Colab, Birds of Prey, Make Your Own Dog Toys, Swords of Chivalry, The Museum of Science's Rockets program, Tech Take-Apart, Origami Animals, Toe Jam Puppet Band, Kindness Rocks painting projects, a performance by the magician Scott Jamison, Make-a-Mask for Halloween, Fairy House Making, and a performance by Big Joe the Storyteller.



### **Regularly Scheduled Children's Programs**

There were 100 regularly scheduled weekly children's programs with an attendance of 1,392 participants at the Randall Library in 2017. These included preschool story-times, bi-lingual preschool story-times, infant programs ("Baby Lapsit") and access to the Randall Library Reading Dogs (special therapy dogs provided by *Pets for People*).

### **Staff**

Library Aide Pat Sacra retired during 2017 after many years of dedicated service to the Town of Stow and was replaced by Ms. Lily Nicolazzo, Ms. Nicolazzo is currently studying for her Master's degree in Library Science.

### **Collection Development**

A total of 3,329 new non-digital formatted items were added to the collection in 2017. The library continues to provide high demand materials in all genres and formats and added the database Hoopla to the collection of exclusive "Stow only" databases in 2017. Hoopla allows patrons from Stow to access digital materials in addition to the collection of e-materials provided to Minuteman Library Network members via Overdrive.

### **Facilities**

The process of restoring the historic second floor areas of the Randall Library began in 2017 with the design and historic preservation services of McGinley Kalsow and Associates of Somerville, Massachusetts. The services of Folan Waterproofing & Construction made much needed repairs to the chimney and the Campbell Construction Group of Peabody, Massachusetts will be used as the general contractor for the interior work. The finished project is currently scheduled to be completed by May of 2018 and will provide an updated, energy efficient area in the library for presentations, programs, meeting space and quiet study areas for library patrons. The Whitney room of the second floor will continue to be used for the display of historic objects provided by the Stow Historical Society.

Improvements were made to the Library's HVAC system on the first floor of the library in 2017. This work was completed by Thomas Snowden Inc. in conjunction with design services provided by McGinley Kalsow and Associates. New ductwork was installed in the children's library area and additional heating and air-conditioning units were installed in other areas of the first floor. These improvements took place to improve air quality, increase the efficiency of the system, and to replace some of the original underground ductwork which was discovered to have been filling with stagnant water and was consequently sealed off from use. All the ductwork that was not sealed on the first floor was professionally cleaned, and will be cleaned on a regular schedule along with the HEPA carpet cleaning that now takes place yearly. All these activities are being done to improve air-quality on the first floor and improve library patrons' comfort when using the facilities.

New seating and shelving were added to the children's library in order to provide more comfortable seating for parents and children using the collection and to provide additional areas for collection expansion.

Improvements to speed and strength of Wi-Fi took place in 2017 with help from Ron Eld of the Stow IT department.

Improvements were made to the library's septic system when it was discovered that roots from bushes planted around the War Memorial on the Town Green had penetrated some of the pipes and damaged them. Once the septic tank issues were fixed the landscaping and lighting around the War Memorial was updated. Foliage around the War Memorial was eliminated to reduce the possibility of septic damage taking place in the future.

A new library photocopier was purchased by the Randall Library Friends Association. The Randall Library now has a Kyocera Wi-Fi printer, which allows patrons to print materials from their mobile devices and makes printing accessible from all locations throughout the building. The printer is located near the Circulation Desk.

### **Acknowledgements**

Special thanks to the Stow Cultural Council, Alice Eaton Fund, Stow Community Chest, DCU Kids, Hale Reference Fund, Second Century Fund, Randall Library Friends Association and Randall Library Trust Fund for their financial support during 2017.

The library staff would also like to thank all the special volunteers who have supported the library with their time and efforts during 2017. Special thanks to the volunteer tutors of the Randall Library Tutoring Center, members of the M.U.T.T.S Club and the volunteers of the Stow Garden Club who continue to keep the garden at the front of the library beautiful and well tended.

Respectfully submitted,

Randall Library Trustees:

Maureen Busch

Robert Katz

Richard Lent

Kathleen O' Brien

Timothy H. Reed

Marianne Sharin, Chair

Barbara Wolfenden

Melissa Fournier, Library Director

Christine Morrison, Youth Services

Librarian

## **RANDALL LIBRARY TRUST FUND**

### **Statement of Sources & Uses of Funds, CY'17:**

<b>January 1, 2017 Opening Balance</b>	<b>\$ 654,106.06</b>
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#### **Sources of Funds:**

##### **Contributions and Donations**

Second Century Fund	\$ 7,700.00
Randall Library Friends	\$ 850.00
Stow Cultural Council	\$ 850.00
Miscellaneous	\$ 287.24
Alice Eaton Grant	1,000.00
Minuteman	\$ 191.48

Net Investment Income	\$ 33,328.44
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Capital Gain	\$ 62,238.91
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Total	\$ 106,446.07
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#### **Uses of Funds:**

Conventional Library Materials	\$ 36,484.51
Electronic and Digital Materials	1,080.00
Programs	\$ 3,979.53
Other	2,023.00

Total	\$ 43,567.04
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<b>December 31, 2017 Ending Balance</b>	<b>\$ 716,985.09</b>
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## **RECREATION COMMISSION**

This past year has been exciting and eventful for the Recreation Commission.

Our biggest accomplishment in 2017 was the completion of Phase Two of the Pine Bluff Improvement Project. In this phase of the project we focused on landscaping and improving the roadway near the playground and bath house. None of this could have been accomplished without the help of Stow Community Preservation funds and the Stow Recreation Department. We thank them for their hard work and support.

The Recreation Commission is very excited to begin offering year-round programs for all ages at the Pomposicutt Community Center. Town-wide brochures are distributed throughout the year highlighting the many new and existing programs that are being offered. Some new programs include jewelry classes, music classes, bridge club and movie nights, as well as children's programs that focus on STEM and fun!

Camp Stow was once again a huge success, providing a fun and exciting day camp experience to up to 100 kids per week during summer 2017. We are so proud to offer approximately 40 seasonal jobs to our local teens and young adults! Thanks to them for their hard work!

The eleventh-annual Stow Gobbler road race was fortunate to have over 1,000 participants building up their appetite by walking or running on Thanksgiving Day. Many thanks to the Streeter, Conry, and Lemieux families, volunteers, and sponsors for making this race such a success.

We would like to acknowledge the generous financial support we have received from Warm Hearts of Stow. Your support has allowed us to give out over 20 scholarships to children of Stow in 2017, as well 15 beach passes for Stow residents.

As you know, the Recreation Commission is dedicated to providing town-wide recreational programming for all ages. Spring 2018 will see us continue the beautification of Pine Bluff as well as break ground on a brand new park at 323 Great Road! We are excited about the possibilities that can be accomplished in the years ahead to make recreation in Stow an important ingredient towards maintaining and improving the quality of life for all town residents.

The Recreation Commission would like to encourage others within the Stow community to participate. Please consider joining the Commission either as a member or an associate member. Let us know the kind of programs in which you would like to participate. If you have a hobby or talent you could share with the community, let us know. Please feel free to bring any issues or ideas to the Commission. We always welcome community input.

Thanks to all the workers and volunteers who have helped with the programs throughout this last year as well as in the past years.

Respectfully submitted,

Laura Greenough, Recreation Director  
Maureen Hogan, Administrative Assistant

Michael Busch, Chair  
Samantha Altieri  
Eric Bachtell

Dan Nicholson  
Eric Sullivan

### **SPRINGFEST ORGANIZING COMMITTEE**

Upon learning that 2017 would mark 50 years since the first SpringFest took place, the Committee felt committed to making this year's event one of the best ever! A special ceremony took place, led by Representative Kate Hogan, commemorating the 50 mark and the ceremony was followed an apple-themed cake for all attendees to share.

The annual duck drop, a long-time favorite, was transitioned into a duck hunt in 2017. The bouncy houses and other back field activities were a big hit. The Bose sound system that was provided by the company provided background music until local 70s band PRIZM took the stage and played to a large audience of all ages in the back field. Simultaneously, Animal Adventures put on a live animal show and anyone needing sustenance could enter the Wacky Candy Shack and purchase candy. Many of the food vendors moved their trucks to the back field this year so parents could more easily purchase food while still overseeing their brood. The craft tent was manned well by the Seith girls and other Girl Scout volunteers.

On the indoor stage onlookers were entertained by Scottish Dancers and contemporary dancers from the On Your Toes Dance School. There was live, interactive karate instruction led by Luis Guzman. A few surprise artists appeared to sing. A few of the younger attendees bravely took the mic and sang for the crowd later in the day.

Mr. DJ of You Are the Star helped a crowd initiate a spontaneous dance party. A balloon twister from Just Clowning Around was kept busy by an endless line of customers. Adding to the chaos, the Nashoba Robotics team set up a fantastic display in the front hallway of Center School that "wowed" all who entered that way.

Long-time SpringFest Snack Specialist Rachel Belanger and her beloved daughter and granddaughter appeared to set up their super-sized EZ Up Tent and stayed for quite some time to train the many volunteer moms in the fine arts of cotton candy spinning and snow cone construction. We truly appreciate all who help make the snack tent run smoothly.

The whole event was well documented on video thanks to services donated by Stow TV. The Stow Fire Department and the Stow Police Department thrilled numerous children and adults who appreciated the opportunity to meet a firefighter or police officer. SpringFest was fortunate

to have members of the Stow Medical Reserve Corps at the event, as well. Mike Clayton and the entire Highway Department do their part to deliver trash barrels and barriers each year. The Lego Contest, organized by Jeanne Dolan and the Stow Girl Scouts, was a big hit. The Rotary Club managed the parking lots. Lew Halprin and the Stow Lions Club organized Friday night's silent movie at Town Hall.

Stow resident Jay Solomon was kind enough to set up a state-of-the-art sound system donated for the day by Bose Corp. Marcia Melone set up golf equipment and helped curious little would-be golfers take a swing for the first time. The Stow Minute Men were in residence and young and old alike enjoyed watching their activities.

We would like to say thanks for the many donations from generous townspeople and businesses such as Honey Pot Hill Orchards, Shaw's Supermarket, Red Ginger Restaurant, The Stow Cafe, Dunkin' Donuts, Stow House of Pizza, Bose Corp. and Quinn Electric.

Many of the town's residents donated their time, which is sincerely appreciated. Sara Salamone and others organized this year's Ice Cream Social to benefit the Schultz family. We thank Lew Halprin, who sponsored the Silent Movie night at Town Hall. Tom Ryan, Deb Woods and Karen Kelleher have organized and helped with this event for many years and continue to do so. Each year Bruce Fletcher plays a critical role in collecting and delivering generators that make all events in the back field possible. We are thankful to the residents who allow us to borrow their generators.

All Town employees, residents, local business owners and volunteers who pitch in to make this event possible are greatly appreciated and make a significant contribution to keeping a wonderful Stow tradition alive each year.

Respectfully submitted,

Samantha Altieri  
Heather Chagnon

Sara Salamone  
Maureen Trunfio

SpringFest Committee  
[springfest@stow-ma.gov](mailto:springfest@stow-ma.gov)

## **STOW TV and LOCAL ACCESS CHANNEL ADVISORY COMMITTEE**

The Local Access Channel Advisory Committee (LACAC) was created by the Board of Selectmen in 2002. LACAC established and oversees the local cable TV access station for the Town of Stow. This station, known as Stow TV, is intended to provide programming in areas of public affairs, education and Town government. Funding for all programming and operations is provided through license agreements negotiated by the Town with Comcast and Verizon.

Stow residents and Nashoba Regional School District members are welcome to participate in Stow TV. The *Stow TV Handbook* provides guidelines for Stow TV operation and participation. Stow TV can be contacted at 978-897-7732 or by email to [stowtv@stow-ma.gov](mailto:stowtv@stow-ma.gov). More information about Stow TV and its operations may be found at [www.stowtv.org](http://www.stowtv.org).

Stow TV is available in Stow on Verizon Channels 32 and 33 and Comcast Channels 8 and 9. The even-numbered channels are allocated primarily to Public programming, and the odd-numbered to Government, with Schools and Education across all channels. The Stow TV schedule is published in the local newspaper and on the Stow TV web site at [www.stowtv.org](http://www.stowtv.org).

The Stow TV YouTube Channel ([www.YouTube.com/StowTVNow](http://www.YouTube.com/StowTVNow)) increased its offerings with a mix of informational and entertaining shows. Town officials and residents especially found the Selectmen and Nashoba Regional School Committee videos useful on YouTube. The Stow TV Facebook page ([www.facebook.com/StowTV/](http://www.facebook.com/StowTV/)) serves to publicize the videos on the YouTube channel and keeps its presence in the public eye.

Stow TV operates with a small staff and public-spirited volunteers. Volunteers are always welcome. A volunteer's time commitment can be occasional or just as available. Video expertise is not required. A volunteer may help in diverse ways such as by solving technical problems, documenting a process or scheduling shows as well as by operating a camera. Volunteers often work in teams which enable all participants to learn from one another.

Stow residents and NRSD members are invited to submit or request video shows and to use Stow TV equipment for recording and editing shows to submit for cablecast. They may also submit or request video shows produced elsewhere. Residents and NRSD members are encouraged to alert Stow TV to general interest events that they think should be recorded and aired.

Executive Director Anne VanTine managed operation of the station in 2017. Production Manager Jonathan Daisy organized recording sessions, encouraged the team to adopt new equipment and techniques and record a wider variety of events, and sought to collaborate with the schools. Technical Assistant Lew Halprin improved recording arrangements, devised innovative solutions for technical problems, and kept all the video equipment operating properly. Kathy O'Keefe, Jonathan Daisy, and Melissa Jellie worked with producers to plan, prepare, and publicize program schedules, populate the YouTube Channel and social media, and prepare Bulletin Board announcements.

Mike Busch, Jonathan Daisy, Lew Halprin, Mike Jordan, Linda Stokes and Anne VanTine produced shows in 2017. Leslie Miller and Rebecca Stadolnik operated cameras. Linda Stokes and Mike Busch recorded most of the Selectmen meetings. Mike Jordan contributed technical guidance. Ralph DeFlorio and Scott Glorioso assisted with sound for some recordings. Ron Eld and Bob Mong provided IT support. Jonathan Daisy, Lee Pappas, and Lew Halprin set up for Town Meeting sound and video.

Stow producers created many new shows in 2017 including Selectmen's meetings, Town Meeting and a variety of Town hearings and forums. The production team recorded most public events that took place in Stow or the schools, including concerts at all the schools, SpringFest, Sounds of Stow and First Parish Church concerts, the Lake Boon Water Carnival, and events at the Library, Council on Aging, Lions, Stow Historical Society and Stow Conservation Trust.

Also cablecast were a number of shows produced in the NRSD towns of Bolton and Lancaster. These included School Committee and Tri-Town meetings, church services, and other shows on topics of general or local interest.

Stow TV has built up an archive of shows covering over a decade of Stow community events. Many shows from previous years were replayed for annual events or special occasions and to provide a historical look back or repeat an entertaining show.

Stow TV encouraged participation in Town government. Video of town and school events informed residents about local issues. Stow TV collaborated with Town departments to create public service announcements and bulletin board slides that encouraged civic engagement. Stow TV also partnered with community organizations to make timely announcements of matters of general public interest. Stow TV continued to collaborate and exchange videos with Bolton and Lancaster TV.

The collaborative use of hardware and software tools has notably enhanced production quality. Stow TV has five High Definition cameras, and producers have become adept at using several cameras to capture multiple views. The video mixer allows capture of ready-to-cablecast shows. Videos are edited with a variety of software tools including Adobe Premiere and After Effects.

LACAC met on Jan. 25, Mar. 15 and 23, June 19, Oct. 24, and 28, and Dec. 20 in 2017. Len Golder retired from LACAC after 15 years of service. Jeff Cronenberg joined the committee. LACAC members contributed time, advice, and oversight for planning, equipment, and policy decisions. LACAC members Bob Glorioso and Lee Pappas advised on equipment selection.

Respectfully submitted,

Brian Burke  
Jeff Cronenberg  
Robert Glorioso

Lisa Lavina  
Lee Pappas  
Anne VanTine, Stow TV Coordinator



## **VETERANS' GRAVES COMMITTEE**

The primary responsibility of the Veterans' Graves Committee is to ensure the proper marking and identification of veterans' graves in each of the town's three cemeteries (Hillside, Lower Village, and Brookside). We are also responsible for replacing annually all U.S. flags that mark veterans' graves and for ensuring that a military medallion is available to hold each flag. We always have ample and enthusiastic help from the Stow Minutemen and the local Boy, Girl, Cub, and Brownie Scouts for this task. The committee coordinates all Memorial Day parade activities, including the NRHS Marching Band, the Stow Minutemen, the Stow Fire Department color guard, the Stow Police Department traffic control, veterans, groups such as Boy and Girl Scouts, Civil Air Patrol, Selectmen and guest speakers. Our thanks go to State Rep. Kate Hogan for her sincere recognition of, and support to, our veterans and their families.

Every year many of Stow's citizens volunteer to help prepare for our Memorial Day Parade. The Moseleys, the Verackas, and the Zavorskis plant flowers and spruce up the monuments at Brookside Cemetery and Randall Library. The Garden Club generously donates the wreaths for the wreath laying ceremonies and the geraniums for the Library Memorial. The Stow TV personnel record the events for viewing on the Stow TV channel.

The Memorial Day ceremony in 2017 was moved indoors to the Community Center reception hall because of rain. Nevertheless, an enthusiastic crowd filled the hall to honor our veterans and to remember those who died in service to our country. Navy Commander (Ret.) Jeff Lance led the ceremony, as he has done for the past 16 years. This would be Jeff's last time at the podium, since he announced that the time had come for him to rotate out of this position. Thank you, Jeff, for your many years of service to our country and to the Town of Stow. We were honored to have Air Force Colonel Martha Monroe volunteer to lay the wreath at this ceremony. Colonel Monroe has subsequently volunteered to join the Veterans' Graves Committee and has been elected to the leadership position on the committee.

Please view our page on the Stow website to see photos of past parades and ceremonies. Maybe you will see yourself in one! A HUGE "Thank You" to all who have served our country. Be sure to join the ceremonies and parade on Memorial Day.

Respectfully submitted,

The Veterans' Graves Committee  
Chairperson: Air Force Colonel Martha Monroe  
Member: Army Sergeant Ret., Tom Zavorski,  
Member: (Open volunteer position)

## **VETERANS SERVICES**

### **Director's Report**

To the Honorable Board of Selectmen, the Town Administrator, the Citizens, and the Veteran Community of Stow, this report is submitted for the year ending 2017.

### **Veterans Benefits**

Veterans Benefits are governed under Chapter 115 of the Massachusetts General Laws (M.G.L.c.115) and Commonwealth of Massachusetts Regulations 108 (C.M.R.108). Benefits assist qualified needy veterans and their dependents based on income levels and in accordance with the Budget Standards Chart. The Town of Stow is reimbursed 75% by the State for veterans' assistance payments issued by this office.

The Director of Veterans Services is responsible for determining the eligibility of all cases processed through this office. The Director conducts interviews, establishes approvals, and conducts follow-up on veterans receiving assistance. Field investigations within the local community are also performed by this office to determine the recipient's continued eligibility to receive benefits.

Veterans Services also provides assistance to Stow veterans in filing federal forms for benefits, which include service-connected disability claims, non-service-connected claims, VA healthcare, requests for medals, requests for service records, bonus applications, burial assistance and other federal benefits such as counseling in vocational rehabilitation and employment.

Additionally, the Director acts under Power of Attorney for veterans researching and processing cases to the Ratings Review Board (Department of Veterans Services) and prepares appeal cases for the Board of Veterans Appeals on the veteran's behalf. The Director also acts as liaison between State and U.S. Representatives on behalf of veterans and their dependents.

### **Office**

In the year 2017 this department assisted in approximately 55 veterans' and family members' requests for Federal, State, and Local Veterans benefits, some of which include Burial Assistance, Service-Connected Disability, Aid and Attendance, Pension, VA Healthcare, Annuities, and Exemptions, in addition to State Chapter 115 Assistance. This department is also still participating in the Third Middlesex District's Veterans' Advisory Committee, created and Chaired by Representative Kate Hogan.

Respectfully submitted,

Joseph Jacobs, Director

## FINANCIAL REPORTS

### FINANCE COMMITTEE

#### **Introduction to the Finance Committee**

Every town in Massachusetts with a property valuation of over \$1 million is required by state law, MGL Ch. 19, Sect 16, to have a Finance Committee that shall “consider any or all municipal questions for the purpose of making reports or recommendations to the town.”

According to the Massachusetts Division of Local Services (DLS), the Finance Committee “is the official fiscal watchdog for a town. Because it is difficult for all taxpayers to be completely informed about every aspect of a town’s finances, finance committees were established so a representative group of taxpayers could conduct a thorough review of municipal finance questions on behalf of all citizens.”<sup>1</sup>

With this in mind, the Finance Committee’s primary responsibility is advisory, to examine the budget and all other warrant articles and make recommendations to the voters on each article. It also administers the Reserve Fund to provide for urgent and unforeseen expenditures that might arise between town meetings. In Stow, the Moderator appoints five voting and up to five associate members to the Finance Committee. Any voter registered in Stow is eligible to join. As of March 26th, 2018 there were five voting members and three associate members on the committee.

#### **Town Revenues**

Town Revenues increased by 4.2% in FY17, resulting from a 4.6% increase in Property Taxes. Property taxes make up 89.5% of the Town’s Revenue, and the increase is driven by a 1.58% growth in average assessed home value and a 3.05% increase in the Tax Rate. Local Receipts and State Aid, together accounting for about 9.4% of Town Revenues, increased 0.1%. It is worth noting that \$286,500 of Savings and Other Funds was used to balance the budget. Table 1 shows a comparison of revenue sources for FY16 and FY17.

<b>Table 1: Revenue Sources</b>						
	<b>FY16</b>	<b>FY16 % of Total</b>	<b>FY17</b>	<b>FY17 % of Total</b>	<b>\$ Change FY16 - FY17</b>	<b>% Change FY16 - FY17</b>
Property Tax	\$23,966,070	89.1%	\$25,079,013	89.5%	\$1,112,944	4.6%
Local Receipts	\$1,680,000	6.2%	\$1,656,000	5.9%	(\$24,000)	-1.4%
State Aid	\$960,915	3.6%	\$987,831	3.5%	\$26,916	2.8%
Savings and Other Funds	\$246,000	0.9%	\$286,500	1.0%	\$40,500	16.5%
Override	\$0	0.0%	\$0	0.0%	\$0	N/A
Property Tax	\$0	0.0%	\$0	0.0%	\$0	N/A

<sup>1</sup> [1] Massachusetts Department of Revenue Division of Local Services  
<http://www.mass.gov/dor/docs/dls/publ/misc/town.pdf>

Other (CPF)	\$34,308	0.1%	\$6,698	0.0%	(\$27,611)	-80.5%
<b>Total</b>	<b>\$26,887,293</b>		<b>\$28,016,042</b>		<b>\$1,128,749</b>	<b>4.2%</b>

Source: FY 2016 and FY 2017 Voted budgets

### **Town Expenditures**

Total Town Expenditures increased by \$1.1 million (4.2%) in FY17, driven by a \$675,393 (4.1%) increase in the School Assessment. The Town spends 61.3% of its tax dollars for the Nashoba Regional High School, the Hale Middle School, and the Center Elementary School. Another 2.1% goes to the Minuteman Regional Vocational Technical High School (Minuteman) operations.

The Municipal Government portion of the budget showed an increase of 5.3% which is largely related to increased municipal building wages and costs, increased police and dispatch wages, increased highway and ground, and increased IT expenses.

<b>Table 2: Town Expenditures</b>						
	<b>FY16 Voted</b>	<b>FY16 % of Total</b>	<b>FY17 Voted</b>	<b>FY17 % of Total</b>	<b>\$ Change FY16 - FY17</b>	<b>% Change FY16 - FY17</b>
<b><i>Municipal Govt</i></b>						
General	\$ 1,247,653	4.6%	\$ 1,412,383	5.3%	\$ 164,730	13.2%
Public Safety	\$ 2,257,517	8.4%	\$ 2,325,690	8.6%	\$ 68,173	3.0%
Public Works	\$ 1,089,489	4.1%	\$ 1,130,605	4.2%	\$ 41,116	3.8%
Human Services	\$ 345,694	1.3%	\$ 342,477	1.3%	\$ (3,217)	-0.9%
Culture/Rec	\$ 324,804	1.2%	\$ 340,684	1.3%	\$ 15,880	4.9%
TownWide Expense	\$ 926,749	3.4%	\$ 967,717	3.6%	\$ 40,968	4.4%
<b>Total Municipal Govt</b>	<b>\$ 6,191,906</b>	<b>23.0%</b>	<b>\$ 6,519,556</b>	<b>24.2%</b>	<b>\$ 327,650</b>	<b>5.3%</b>
<b><i>Education</i></b>						
Nashoba	\$ 15,774,863	58.7%	\$ 16,491,359	61.3%	\$ 716,496	4.5%
Minuteman	\$ 618,680	2.3%	\$ 577,577	2.1%	\$ (41,103)	-6.6%
<b>Total Education</b>	<b>\$ 16,393,543</b>	<b>61.0%</b>	<b>\$ 17,068,936</b>	<b>63.5%</b>	<b>\$ 675,393</b>	<b>4.1%</b>
<b><i>Other</i></b>						
Debt Service	\$ 2,125,880	7.9%	\$ 2,307,780	8.6%	\$ 181,900	8.6%
Special Articles	\$ 536,608	2.0%	\$ 518,605	1.9%	\$ (18,004)	-3.4%
Capital Spending	\$ 606,749	2.3%	\$ 504,500	1.9%	\$ (102,249)	-16.9%
Recap Items	\$ 1,032,607	3.8%	\$ 1,096,665	4.1%	\$ 64,059	6.2%
<b>Total Other</b>	<b>\$ 4,301,844</b>	<b>16.0%</b>	<b>\$ 4,427,550</b>	<b>16.5%</b>	<b>\$ 125,706</b>	<b>2.9%</b>
<b>GRAND TOTAL</b>	<b>\$ 26,887,293</b>		<b>\$ 28,016,042</b>		<b>\$ 1,128,749</b>	<b>4.2%</b>

Source: Town Administrator's FY 2016 and FY 2017 voted budgets worksheets

### **Town Savings**

Town savings (Free Cash plus the Stabilization Fund) are “rainy day” accounts that are built up during good times and drawn down in bad times. Town Savings is a key determinant of the town credit rating, which affects the interest rate the town pays when the Voters decide to borrow money. S&P, our bond rating agency, recommends maintaining a savings balance between 5% to 10% of the annual budget. The Town’s overall Savings balance has increased steadily over the past ten years, to an admirable 10.46% of Budget, as noted in Table 3.

<b>Table 3 Town Savings</b>						
<b>FREE CASH AND STABILIZATION FUND</b>						
<b>(Beginning of Fiscal Year)</b>						
<b>FISCAL YEAR</b>	<b>FREE CASH</b>	<b>% of BUDGET</b>	<b>STABILIZATION FUND</b>	<b>% of BUDGET</b>	<b>TOTAL</b>	<b>% of BUDGET</b>
2017	2,266,676	7.57%	865,531	2.89%	3,132,207	10.46%
2016	1,890,072	6.31%	852,619	2.85%	2,742,691	9.16%
2015	1,832,298	6.12%	840,333	2.81%	2,672,631	8.92%
2014	1,696,289	5.66%	779,856	2.60%	2,476,145	8.27%
2013	1,395,874	4.66%	713,310	2.38%	2,109,184	7.04%
2012	1,283,016	4.28%	649,953	2.17%	1,932,969	6.45%
2011	778,703	2.60%	586,998	1.96%	1,365,701	4.56%
2010	604,198	2.02%	500,593	1.67%	1,104,791	3.69%
2009	434,769	-%	436,124		870,893	
Source: Town Administrator						

Town Savings comes from receiving more-than-anticipated taxes and/or spending less than our voted budget. These savings are accumulated to build a targeted balance and/or used to fund the next year’s budget, historically funding capital items and the Stabilization Fund.

### **Property Tax Rate and Property Valuations**

The information presented in Table 4 shows the trends in the tax rate, average single family home valuation and average single family tax bill. The Town’s tax rate grew by 3.05% over FY 2016 and the five- and ten-year compound average growth rates (CAGR) are 2.31% and 3.41%, respectively. Stow’s FY17 tax rate ranks 21st (out of 351 Massachusetts towns) and has been ranked in the top ten percentile in the State for at least the last ten years.

<b>Table 4: Property Taxes Rates and Valuations Trends (based on MA Class 101 properties)</b>							
	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>Five Year CAGR</b>	<b>Ten Year CAGR</b>
Tax Rate (per \$1,000)	\$ 18.37	\$ 19.17	\$ 19.98	\$ 19.98	\$ 20.59	2.31%	3.41%
YOY % Change		4.35%	4.23%	0.00%	3.05%		

Avg Single Family Valuation	\$ 423,931	\$ 424,668	\$ 428,160	\$ 442,300	\$ 449,301	1.17%	-0.47%
YOY % Change		0.17%	0.82%	3.30%	1.58%		
Avg Single Family Tax Bill	\$ 7,788	\$ 8,141	\$ 8,555	\$ 8,837	\$ 9,251	3.50%	2.92%
YOY % Change		4.53%	5.09%	3.30%	4.68%		

Source: DLS and the Board of Assessors

The Average Single Family Tax Bill grew by 4.68% in FY2017 over FY 2016. Stow ranks 31st in 2017 (out of 351 Massachusetts towns) and has ranked in the top ten percentile in the State for at least the last ten years.

### **Conclusion**

There are a number of factors that indicate that the town remains in great fiscal shape. There has been no override in the last ten years, the Town Savings are over the recommended amount of 5-10% of the overall Budget, Stow's property taxes remain well within the levy capacity with over \$1MM in levy capacity, and the bond rating remains strong.

Nonetheless, the Finance Committee has been concerned about the growth in the town's tax rate and set a goal to arrest or decrease the growth in the tax rate. The Finance Committee applauds the Town Administrator and the Select Board for embracing a similar goal. Stow's strong fiscal condition has resulted from years of prudent management by Town Officials.

It is essential to our fiscal health that these trends continue. The Finance Committee reminds the Voters that Town Meeting directly controls the rate of growth of town expenses. We encourage your participation.

Respectfully submitted,

Richard Eckel, Chair  
Paul McLaughlin, Vice Chair  
Peter McManus, Member  
Julianne North, Member

Atli Thorarensen, Member  
Thomas Johnson, Associate Member  
Artur Juczyk, Associate Member  
Christopher Sarno, Associate Member

### **CAPITAL PLANNING COMMITTEE**

The Capital Planning Committee is charged by the Town Bylaws to annually study capital outlays proposed for the ensuing five fiscal years that involve the acquisition of land or any expenditure of \$10,000 or more having a useful life of at least three years. The Committee considers the relative need, timing, and cost of these outlays and the effect that each will have on the Town's financial position.

Prior to the Annual Town Meeting in May, the Committee reviewed and recommended that the Town approve the following capital outlay requests for fiscal year 2018:

- By the Building Department: \$16,000 for replacement of components in fire suppression system for the Town Building and \$15,000 to remodel the former Council on Aging space on the first floor space of the Town Building;
- By the Town Clerk: \$15,000 for new automated ballot tabulators;
- By the Fire and Rescue Department: \$285,000 to purchase a new ambulance;
- By the Highway Department: \$100,000 for two new one-ton dump trucks and \$25,000 for reconstruction and resurfacing of Hillcrest Avenue;
- By the Local Access Channel Advisory Committee: \$12,000 for a new video mixer and \$19,500 for robotic cameras for the Pompositticut Community Center;
- By the Planning Board: \$50,000 to complete the Town's Complete Streets Prioritization Plan, understanding that this request was fully reimbursable by the Commonwealth of Massachusetts, and \$492,000 for road and drainage system repairs in Lower Village;
- By the Police Department: \$48,359 for a new police cruiser and related equipment;
- By the Nashoba Regional School District: \$12,000 for flooring repairs to the foyer of Center School and \$20,000 to effect repairs of a leaking boiler at Hale School; and
- By the Community Preservation Committee: \$380,000 to carry out renovation of the 1894-era portion of Randall Library, \$275,000 to establish a Community Park at 323 Great Road, \$275,000 for an agricultural restriction on small farm, \$1,400,000 for an agricultural restriction on Carver Hill Orchard, \$200,000 for a fund to prevent foreclosure on deed-restricted affordable housing, and \$150,000 for a Habitat for Humanity project to construct affordable housing on Pine Point Road.

The voters approved all of the above-listed outlay requests during the Annual Town Meeting May 1-2, 2017.

The Committee also reviewed and recommended that the Town support a request from the Highway Department for \$35,000 for reconstruction and resurfacing of Forest Avenue. Voters at Town Meeting disapproved this outlay request.

The Capital Planning Committee wishes to express its thanks and appreciation for the many contributions of Ross Perry, who after years of diligent and dedicated service to the committee stepped down in January to accept a new challenge as the Administrator of the Town of Sterling.

Respectfully submitted,

Steve Jelinek, Chair  
 Dave Arsenault  
 James Salvie, Selectmen's appointee

Julianne North, Finance Committee  
 appointee

## **BOARD OF ASSESSORS**

The Stow real estate market has seen a small increase in sale prices during the past year. The final valuations for FY2018, which have an assessment date of January 1, 2017, show a slight turn upward on average. Sales of real estate occurring in 2015 and 2016 were used to determine assessments for the current fiscal year. The new average assessment of a single-family home is \$460,300. For FY2018, the average residential tax bill has increased an average of 4.4% due to a tax rate increase based on approved spending at the Annual Town Meeting.

Fiscal 2018 was an Interim Adjustment year for Stow, and the Assessors' office performed sales analysis to provide the Department of Revenue with data required to certify that property assessments are uniform throughout the town and are representative of the real estate market. The Assessors' office adjusts values every year to reflect the current market, as required by the Department of Revenue.

For FY2018, the residential sector was up an average of 2.4%. The total assessed value for FY2018 increased from \$1,218,019,110 in FY2017 to \$1,246,517,591. New Growth increased this year by 4.4%. The commercial/industrial sector, as well as personal property, increased slightly. Land values varied throughout Town: a few neighborhoods saw increases.

Seniors on fixed incomes can be particularly vulnerable in the current economy. A binder at the Assessors' window contains information with details of the various exemptions, deferrals, and other programs designed to help with taxes. The 41C tax exemption of \$1000 is available for those over the age of 65 that qualify with limited income and assets. Other exemptions are also available. In addition, an article was passed at Town Meeting increasing all exemptions by up to 100% in certain circumstances. Lastly, the interest rate on Tax Deferrals is now at 4%. Do not hesitate to check with the Stow Assessor's office to see if you qualify for any of these programs.

The Community Preservation Act (CPA) surcharge system continues to be administered by the Assessors' office. The total CPA surcharge raised during FY2017 was \$569,945 with \$158,462 in matching funds received from the State in the fall. Exemptions from the surcharge are available for certain income brackets. Please check with the Assessors' office for more information.

Dom Pugliese is the current chairman of the Board of Assessors, and has an extensive appraisal background. Jack Smith has been on the Board for over twenty years and offers his experience as a builder. Richard Connelly, Sr., in his first term as a Board member, is a retired Boston firefighter. Kristen Fox, with 15 years plus experience as an assessor, is the Principal Assessor. Deborah George is the Assessors' Clerk. Debbie was awarded the 2017 Lucille Bayes "Clerk of the Year" award. Congrats Debbie!! Louise Nejad, with fifteen years plus at the town, continues to be our Assistant Assessor.

From time to time, you may see the staff or a sub-contractor collecting data on property in Stow. Staff and contractors always carry proper identification. We hope you will allow these



representatives of the Assessors' office to do their job. Our property assessments are reliant on accurate data collection.

The Board of Assessors encourages taxpayers to ask any questions or discuss any matter that might help them better understand their assessments. The staff in the Assessors' office is available every weekday to assist the public.

Respectfully submitted,

Dominick Pugliese, Chairman  
John E. Smith  
Richard Connelly, Sr.

Kristen Fox, M.A.A., Principal Assessor  
Louise A. Nejad, Assistant Assessor  
Deborah George, Assessors' Clerk

#### FISCAL 2018 TAX RATE RECAPITULATION

##### TAX RATE SUMMARY

A.	Total Amount to be Raised	\$33,247,901.06
B.	Total Estimated Receipts & Other Revenue	\$ 7,095,962.00
C.	Tax Levy	\$26,151,939.06
D.	Distribution of Tax Rates & Levies	

CLASS	LEVY PERCENTAGE	LEVY BY CLASS	VALUATION BY CLASS	TAX RATES
Residential	91.3091%	\$23,879,100.19	\$1,138,184,101	\$20.98
Open Space	-0-	-0-	-0-	-0-
Commercial	4.6106%	1,205,761.30	57,471,950	\$20.98
Industrial	1.8547%	485,040.01	23,119,600	\$20.98
Personal	2.2256%	582,037.56	27,741,940	\$20.98
<hr/>				
TOTAL	100%	\$26,151,939.06	\$1,246,517,591	

# TREASURER'S FINANCIAL REPORT

	FY 2016	FY 2017	% Change
<b>BEGINNING CASH BALANCE:</b>	13,076,615	16,274,329	24.5%
<b>RECEIPTS:</b>			
Property Tax	23,748,791	24,933,940	5.0%
Community Preservation Surcharge	537,963	567,179	5.4%
Motor Vehicle Excise Tax	1,112,826	1,097,062	-1.4%
Tax Titles & Deferrals	44,574	169,045	279.2%
Department & Misc Revenue	1,542,588	1,790,102	16.0%
State Aid & Grants	962,822	1,702,689	76.8%
Bond/Note Receipts	10,076,000	10,221,000	1.4%
Interest on Investments	95,970	120,065	25.1%
Payroll Deductions	1,530,620	1,571,980	2.7%
<b>TOTAL RECEIPTS:</b>	39,652,154	42,173,062	6.4%
<b>EXPENDITURES:</b>			
Payroll	4,642,434	4,877,857	5.1%
Vendor	12,521,488	18,446,699	47.3%
School District Assessments	16,410,130	17,101,776	4.2%
Retirement Assessment	702,159	748,612	6.6%
Debt Payments	2,178,229	2,362,578	8.5%
<b>TOTAL EXPENDITURES:</b>	36,454,440	43,537,522	19.4%
<b>ENDING CASH BALANCE:</b>	16,274,329	14,909,869	-8.4%

Prepared by Pamela Landry  
Treasurer-Collector

**TAX COLLECTOR'S REPORT FY 2017**

<b>Tax &amp; Levy Year</b>	<b>Tax Outstanding as of 7/1/16</b>	<b>New Commitments</b>	<b>Amount Collected</b>	<b>Exemptions &amp; Abatements</b>	<b>Refunds</b>	<b>Tax Taking &amp; Deferrals</b>	<b>Tax Outstanding as of 6/30/17</b>
2017 Real Estate	\$0.00	\$24,522,873.64	\$24,237,960.09	\$56,251.53	\$25,875.35	#####	\$151,808.50
2016 Real Estate	\$113,259.62	\$0.00	\$102,817.95	\$6,687.31	\$2,277.72	\$0.00	\$6,032.08
2015 & Prior Real Estate	\$20,738.88	\$0.00	\$13,555.60	\$9,906.08	\$9,906.08	\$0.00	\$7,183.28
2017 Supplemental RE Tax	\$0.00	\$32,951.54	\$4,570.54	\$0.00	\$0.00	\$0.00	\$28,381.00
2016 Supplemental RE Tax	\$6,669.03	\$0.00	\$6,669.03	\$0.00	\$0.00	\$0.00	\$0.00
2015 Supplemental RE Tax	\$4,850.60	\$0.00	\$4,850.60	\$0.00	\$0.00	\$0.00	\$0.00
2017 Comm Pres Act	\$0.00	\$578,746.93	\$564,254.25	\$8,811.94	\$488.64	\$2,224.20	\$3,945.18
2016 Comm Pres Act	\$2,884.55	\$0.00	\$2,557.07	\$200.61	\$68.33	\$0.00	\$195.20
2015 & Prior Comm Pres Act	\$434.99	\$0.00	\$367.66	\$297.20	\$297.20	\$0.00	\$67.33
2017 Personal Property	\$0.00	\$560,121.29	\$555,506.76	\$0.00	\$1,373.28	\$0.00	\$5,987.81
2016 Personal Property	\$8,729.50	\$0.00	\$248.79	\$0.00	\$0.00	\$0.00	\$8,480.71
2015 Personal Property	\$23,994.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,994.10
2014 Personal Property	\$20,950.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,950.80
2013 Personal Property	\$20,565.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,565.84
2012 Personal Property	\$28,710.12	\$0.00	\$1,199.98	\$0.00	\$0.00	\$0.00	\$27,510.14
2011 & Prior Pers Prop	\$38,636.56	\$0.00	\$6,561.07	\$12,547.03	\$12,547.03	\$0.00	\$32,075.49
2017 Motor Vehicle	\$0.00	\$1,058,555.93	\$946,058.69	\$13,170.47	\$7,655.89	\$0.00	\$106,982.66
2016 Motor Vehicle	\$50,183.32	\$100,403.24	\$143,434.40	\$9,910.20	\$9,510.98	\$0.00	\$6,752.94
2015 Motor Vehicle	\$5,435.91	\$0.00	\$3,440.01	\$511.87	\$888.01	\$0.00	\$2,372.04
2014 Motor Vehicle	\$1,467.42	\$0.00	\$216.88	\$222.71	\$222.71	\$0.00	\$1,250.54
2013 Motor Vehicle	\$3,165.74	\$0.00	\$289.69	\$0.00	\$0.00	\$0.00	\$2,876.05
2012 Motor Vehicle	\$10,364.39	\$0.00	\$590.94	\$0.00	\$0.00	\$0.00	\$9,773.45
2011 & Prior Motor Vehicle	\$19,118.14	\$461.25	\$3,030.94	\$0.00	\$0.00	\$0.00	\$16,548.45
Ch. 61 Rollback Tax	\$0.00	\$213,094.18	\$213,094.18	\$0.00	\$0.00	\$0.00	\$0.00
Well Betterments	\$232,066.70	\$0.00	\$63,936.88	\$0.00	\$0.00	\$2,874.43	\$165,255.39
Well Betterments Interest	\$123.24	\$4,391.15	\$4,226.17	\$0.00	\$0.00	\$288.22	\$0.00
<b>Totals:</b>	<b>\$612,349.45</b>	<b>\$27,071,599.15</b>	<b>\$26,879,438.17</b>	<b>\$118,516.95</b>	<b>\$71,111.22</b>	<b>#####</b>	<b>\$648,988.98</b>
<b>Interest &amp; Fees Collected:</b>			<u><u>\$67,401.63</u></u>				
<b>Total Collected:</b>			<u><u><b>\$26,946,839.80</b></u></u>				

Prepared by: Pamela Landry, Treasurer-Collector

**TOWN OF STOW**  
**COMBINED BALANCE SHEET (Unaudited)**  
**ALL FUND TYPES AND ACCOUNT GROUP**  
**June 30, 2017**

	Governmental Funds			Fiduciary Funds		General Long-Term Debt Account Group	Totals (Memorandum Only)
	General Fund	Special Revenue Funds	Capital Project Funds	Trust And Agency Funds			
<b>Assets</b>							
Cash and Interest Bearing Deposits	\$ 4,855,180	\$ 8,330,643	\$ 38,798	\$ 1,824,702	\$ -	\$	15,049,323
Cash and Investments Held by Trustees				1,374,556			1,374,556
Receivables:							
Real Estate Taxes	165,224						165,224
Personal Property Taxes	139,565						139,565
Less Allowance for Abateements and Exemptions	(393,274)						(393,274)
Motor Vehicle Excise Taxes	146,556						146,556
Tax Liens	393,777	21,051					414,828
Deferred Real Estate Taxes	4,891						4,891
Supplemental Taxes	28,381						28,381
Tax Foreclosures	105,477						105,477
Ambulance	23,013						23,013
Well Betterment		316					316
CPA Surcharge		4,208					4,208
Other		164,939					164,939
Amount to be Provided for Notes and Bonds Payable						16,257,298	16,257,298
<b>Total Assets</b>	<b>\$ 5,468,790</b>	<b>\$ 8,521,157</b>	<b>\$ 38,798</b>	<b>\$ 3,199,258</b>	<b>\$</b>	<b>\$ 16,257,298</b>	<b>\$ 33,485,301</b>
<b>Liabilities and Fund Equity</b>							

**TOWN OF STOW**  
**COMBINED BALANCE SHEET (Unaudited)**  
**ALL FUND TYPES AND ACCOUNT GROUP**  
**June 30, 2017**

	Governmental Funds			Fiduciary Funds		General Long-Term Debt Account Group	Totals (Memorandum Only)
	General Fund	Special Revenue Funds	Capital Project Funds	Trust And Agency Funds			
<b>Liabilities</b>							
Warrants Payable	\$ 103,029	\$ 8,235	\$ -	\$ 4,540	\$ -	\$	115,804
Accrued Payroll	96,933	12,093	36	1,250			110,312
Amounts Withheld from Employees and Other Liabilities	82,845			79,269			162,114
Deferred Revenue:							
Personal Property and Real Estate Taxes	(60,104)						(60,104)
Motor Vehicle Excise Taxes	146,556						146,556
Tax Liens	393,777	21,051					414,828
Deferred Real Estate Taxes	4,891						4,891
Tax Foreclosures	105,477						105,477
Ambulance	23,013						23,013
Well Betterment		316					316
CPA Surcharge		4,208					4,208
Other		164,939					164,939
Notes Payable			9,721,000				9,721,000
Bonds Payable						16,257,298	16,257,298
<b>Total Liabilities</b>	896,417	210,842	9,721,036	85,059		16,257,298	27,170,652

**TOWN OF STOW**  
**COMBINED BALANCE SHEET (Unaudited)**  
**ALL FUND TYPES AND ACCOUNT GROUP**  
**June 30, 2017**

	Governmental Funds			Fiduciary Funds		General Long-Term Debt Account Group	Totals (Memorandum Only)
	General Fund	Special Revenue Funds	Capital Project Funds	Trust And Agency Funds			
<b>Fund Equity</b>							
Reserved for Expenditure	523,000	1,753,165	(9,682,238)				(7,406,073)
Reserved for Encumbrances	8,424	12,500					20,924
Reserved for Appropriation	747,492	1,185,875					1,933,367
Reserved for Reduction of Future Excluded Debt	199,361						199,361
Reserved for Deficits	(88,798)						(88,798)
Reserved for Endowment				146,045			146,045
Designated for Revolving Funds		141,033					141,033
Undesignated	3,182,894	5,217,742		2,968,154			11,368,790
<b>Total Fund Equity</b>	4,572,373	8,310,315	(9,682,238)	3,114,199			6,314,649
<b>Total Liabilities and Fund Equity</b>	\$ 5,468,790	\$ 8,521,157	\$ 38,798	\$ 3,199,258	\$ 16,257,298	\$	33,485,301

Prepared by: Julie Costello  
Town Accountant

**TOWN OF STOW**  
**SCHEDULE OF CHANGES IN FUND EQUITY**  
**STATE GRANTS & REVOLVING FUNDS**  
**June 30, 2017**

	Beginning Fund Equity	Revenues	Expenditures	Ending Fund Equity
<b>STATE GRANTS:</b>				
Public Safety	\$ 10,875	\$ 15,405	\$ 14,637	\$ 11,643
Culture & Recreation	4,089	4,507	3,674	4,922
Council on Aging	-	12,820	12,820	-
Library	15,137	8,077	14,755	8,459
Other Grants	2,622	43,192	36,271	9,543
<b>TOTAL STATE GRANTS:</b>	<u>\$ 32,723</u>	<u>\$ 84,001</u>	<u>\$ 82,157</u>	<u>\$ 34,567</u>
<b>REVOLVING FUNDS:</b>				
Recreation	\$ 27,343	\$ 242,122	\$ 196,523	\$ 72,942
Inspectors	61,617	37,276	34,566	64,327
Ambulances Services	-	-	-	-
<b>TOTAL REVOLVING FUNDS:</b>	<u>\$ 88,960</u>	<u>\$ 279,398</u>	<u>\$ 231,089</u>	<u>\$ 137,269</u>

Prepared by:  
Julie Costello  
Town Accountant

# **TRUST FUND FINANCIAL REPORT - FY 2017**

The following Town trust funds are managed by Abbey Capital LLC and as of 6/30/17 were invested as follows:  
 Money Market Fund (14%), Fixed Income (63%), and Equities (23%).

<b>Affordable Housing Fund</b>	Beginning Balance 7/1/2016	\$181,012.15	
	Disbursements	(\$26,162.60)	
	Investment Earnings	\$7,315.40	<b>\$162,164.95</b>
	Ending Balance 6/30/2017		
<b>Cemetery Perpetual Care Non-Expendable</b>	Beginning Balance 7/1/2016	\$159,050.00	
	Receipts	\$7,700.00	
	Ending Balance 6/30/2017		<b>\$166,750.00</b>
<b>Expendable</b>	Beginning Balance 7/1/2016	\$21,156.87	
	Disbursements	(\$2,908.66)	
	Investment Earnings	\$2,837.28	<b>\$21,085.49</b>
	Ending Balance 6/30/2017		
<b>Conservation Fund</b>	Beginning Balance 7/1/2016	\$30,971.96	
	Disbursements	(\$7,885.76)	
	Receipts	\$12,387.50	
	Investment Earnings	\$1,816.04	<b>\$37,289.74</b>
	Ending Balance 6/30/2017		
<b>Mabel Hale Fund</b>	Unexpendable Bequest		<b>\$35,000.00</b>
	Beginning Expendable Balance 7/1/2016	\$9,111.62	
	Disbursements	\$0.00	
	Investment Earnings	\$685.14	<b>\$9,796.76</b>
	Ending Expendable Balance 6/30/2017		



<b>Mabel Hallock - Brookside Cemetery</b>	Unexpendable Bequest		<b>\$2,000.00</b>
	Beginning Expendable Balance 7/1/2016	\$5,884.19	
	Disbursements	(\$121.11)	
	Investment Earnings	\$122.50	
	Ending Expendable Balance 6/30/2017		<b>\$5,885.58</b>
<b>Mabel Hallock - Common Memorial &amp; F</b>	Unexpendable Bequest		<b>\$1,000.00</b>
	Beginning Expendable Balance 7/1/2016	\$279.81	
	Disbursements	(\$289.00)	
	Investment Earnings	\$20.00	
	Ending Expendable Balance 6/30/2017		<b>\$10.81</b>
<b>Otto &amp; Aina Stein Fund</b>	Unexpendable Bequest		<b>\$18,810.00</b>
	Beginning Expendable Balance 7/1/2016	\$24,349.82	
	Disbursements	\$0.00	
	Investment Earnings	\$670.36	
	Ending Expendable Balance 6/30/2017		<b>\$25,020.18</b>
<b>Stabilization Fund</b>	Beginning Balance 7/1/2016	\$865,531.15	
	Disbursements	\$0.00	
	Receipts	\$0.00	
	Investment Earnings	\$13,443.41	
	Ending Balance 6/30/2017		<b>\$878,974.56</b>

<b>Town Farm Fund</b>	Unexpendable Original Deposit	<b>\$8,751.96</b>
	Beginning Expendable Balance 7/1/2016	\$42,220.61
	Disbursements	\$0.00
	Investment Earnings	\$791.71
	Ending Expendable Balance 6/30/2017	<b>\$43,012.32</b>
<b>Cyrus H. Whitney Central Common Fund</b>	Unexpendable Bequest	<b>\$1,000.00</b>
	Beginning Expendable Balance 7/1/2016	\$719.31
	Disbursements	\$0.00
	Investment Earnings	\$26.72
	Ending Expendable Balance 6/30/2017	<b>\$746.03</b>
<b>James F. Whitney Central Common Fund</b>	Unexpendable Bequest	<b>\$2,000.00</b>
	Beginning Expendable Balance 7/1/2016	\$1,493.56
	Disbursements	\$0.00
	Investment Earnings	\$54.26
	Ending Expendable Balance 6/30/2017	<b>\$1,547.82</b>
<b>Martha G. Whitney Street Light Fund</b>	Unexpendable Bequest	<b>\$1,000.00</b>
	Beginning Expendable Balance 7/1/2016	\$4,702.53
	Disbursements	(\$156.96)
	Investment Earnings	\$88.28
	Ending Expendable Balance 6/30/2017	<b>\$4,633.85</b>

The OPEB Trust Fund is managed by Bartholomew & Company and as of 6/30/17 was invested as follows:  
Money Market Fund (0.2%), Fixed Income (36.3%), and Equities (63.5%).

<b>Other Post Employment Benefits (OPEB) Beginning Balance 7/1/2016</b>		\$104,824.28
Disbursements		\$0.00
Receipts		\$50,000.00
Investment Earnings		\$5,203.53
Ending Balance 6/30/2017		<b>\$160,027.81</b>

The Randall Town Fund is managed by Bartholomew & Company and as of 6/30/17 was invested as follows:  
Money Market Fund (1.5%), Fixed Income (82.4%), and Equities (16.1%).

<b>Randall Town Fund</b>	Unexpendable Bequest	<b>\$20,000.00</b>
	Earnings Transferred to Town General Fu	\$343.08
<b>TOTAL TRUST FUND BALANCE:</b>		<b>\$1,606,507.86</b>

Prepared by: Pamela Landry  
Treasurer-Collector

## RANDALL RELIEF FUND

Balance January 1, 2016	\$38,175.99
Interest received	7.36
Contributions received	0.00
Repayments received	1,721.75
Payments	(4,194.00)
Balance December 31, 2016	\$35,711.10

Citizens Bank Insured Money Market Account

Louise E. Peacock  
Jeffrey D. Smith  
Dorothy G. Sonnichsen, Treasurer  
Trustees

**HALE HIGH SCHOOL FUND  
INCOME/EXPENSE  
7/1/2016 - 6/30/2017**

**INCOME**

Dividends	\$ 9,225.89
Bond Interest	\$ 6,379.73
Mutual Fund Income	<u>\$ 999.55</u>
<b>Total Income</b>	<b>\$16,605.17</b>

**EXPENSE**

Greenfield Savings Bank – Management Services	\$ 7,156.26
The Randall Library	\$17,000.00
<b>Total Expense</b>	<b>\$24,156.26</b>

**Trustees of the Hale High School Fund**

Jeffrey D. Smith  
Robert F. Derby  
Linda Hathaway

## EDUCATION

### NASHOBA REGIONAL SCHOOL DISTRICT

To: Nashoba Regional School District Parents, Students, and Community Members

The annual report presents an opportunity to reflect on our ongoing work as a school district, celebrate our accomplishments and plan for the future. Our current student population is 3,396 served in our three communities of Bolton, Stow, and Lancaster.

The 2016-2017 school year was a year for reflection, realignment, and review. It was an opportunity to recognize strengths and accomplishments, and to investigate areas requiring review. We reflected on what was working well within the district and we mapped corrective action plans and new pathways in areas that required change.

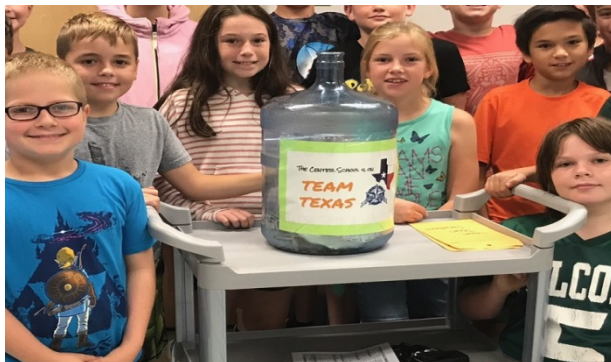
Our schools continue to be full of exciting academic learning adventures, extra-curricular and club events, fine arts performances, and athletic games, tournaments and championships. Our students are continuously exposed to opportunities for growth in a district that is rich with authentic learning at every level.

We work in partnership with our School Committee members as representatives and leaders of our communities. They continue to offer guidance and support as the district moves forward. Last year they focused on the creation of relevant goals in support of our NRSD District Improvement Plan. They also established School Committee Operating Protocols and began the intensive work of creating a School Committee Manual.

We value our district relationships with our three communities and municipal leadership teams. Regular meetings continue to occur at various levels throughout the three towns involving school district personnel and municipal representatives.

Thank you for your ongoing support of our school district. We take great pride in our work, students, and communities.

#### The Center School



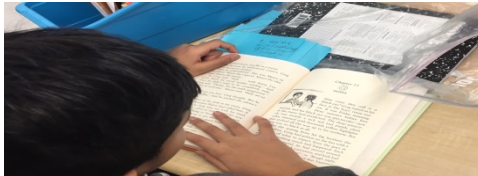
*Fifth grade students at The Center School led the campaign to help a Houston school. Pictured are Jacob Natanson, Elias Herbertz, Caterina Altieri, and Ella Dow. Picture by Ross Mulkerin*

The Center School continues to be a place of learning and community. We began our school year welcoming new staff, students, and families. This included our new assistant principal, Ms. Christy Nealon, and our new part time secretary, Mrs. Laster. Our students began their school year by expanding our community beyond the walls of The Center School and borders of Stow. All classes

participated in raising funds and making donations to an elementary school in Houston that had members of its community impacted

by Hurricane Harvey. Every student in our school also wrote a card or letter to the students in Houston.

We have continued to build our programs to meet the needs and interests of our students. As an example, our Coding Club has continued to expand and we had another successful Hour of Code this year with twenty parent presenters from private industries demonstrating how they use coding in their professions. This work will continue within the school day for our students as we develop Maker Spaces in the school with support from our PTO. Parent support continues to be exceptional in the form of volunteering time and resources. Last spring, the PTO ran a successful fundraising campaign with our students that will sustain field trips, arts/cultural presentations, and other experiences for our students over two years.



*A third grade student engaged in their independent reading and monitoring comprehension with sticky notes during Reader's Workshop.*

Our curriculum and instruction is developing with new data coming from MCAS Next Generation results, our new reading assessments, and updated district mathematics benchmarks. The keystone to our professional development and subsequent curriculum and instruction changes is the understanding that students need to dive deeper into texts and problems. We believe that our students can reach high expectations and we are grateful for the support towards our goals for each student and our entire school community.

### **Hale Middle School**

Hale Middle School continues to demonstrate excellence in education. Our scores on standardized test are among the top in Massachusetts and several publications have ranked Hale as one of the top 50 middle schools. This is in large part due to the support that the school receives from Stow residents, Stow PTO and Hale Families. The ongoing success at Hale Middle School is a direct result of hardworking students and dedicated faculty. Hale Middle School has had the benefit of hiring and retaining the best teachers in the region. The staff at Hale are experts in their subject areas as well as child development and how it pertains to student learning. They continue to design curriculum and experiences that make learning both interesting and meaningful to students. The culture of success that exists within the walls of Hale Middle School can be seen each day in classrooms, athletic competitions, and performances.

Hale welcomed several new staff this fall including Tasha Polana (PE), Katrina Svenson (Health), Rebecca Harvey (Integrated Technology), Miranda Hiltz (SPED), Kori Fannon (SPED), Donna Qualitz (SPED), Tim Brasili (Custodial Services), and Kyle Grady (Principal).

### **Nashoba Regional High School**

2017 was another year marked by student achievement made possible by community support and diverse opportunities at the school. The high school offers a variety of electives in addition to a strong, core academic program, including video production, computer programming and various music offerings. Seventeen Advanced Placement (AP) courses were offered at the high school in 2017. 30 % of Nashoba students took an AP class last year. When these students started elementary school, that number was 18 %. Also, 67% of those who took an AP class scored a 3

or higher on at least one AP exam. When these students started elementary school, 45% scored a 3 or higher on an AP exam. This growth is evidence that when our students are encouraged to accept challenges, they rise to the occasion.

Extra-curricular activities play a large role in any well-rounded education. Our DECA program had another strong year as 143 students took part last year. Eighty-eight qualified for the State competition and 5 qualified for Internationals. In addition, the program partnered with our Best Buddies chapter to provide opportunities for students in our Transitions Program. “Kiss Me Kate,” the spring musical, featured a cast of over 40 students. In November the English comedy “Noises Off” was given a spirited production. This fall the Extra-curricular Fair highlighted our clubs and extra-curricular activities that make student life vibrant at Nashoba. Among these clubs are Robotics, The Chieftain Press, The Mural Club, the Interact Club and The Weightlifting Club.

The school’s culture is informed by considerable pride and spirit on the part of students and staff. This fall, the Class of 2021 was welcomed to the school by staff and upperclassmen as part of our annual New Chieftains Day. Also, this year’s Fall Pep Rally was held in conjunction with a Community Bonfire at the Fairgrounds prior to the Thanksgiving holiday. Approximately, 600 people attended and the high school received generous support from the three towns and local businesses.

### **Athletics**



2017 NRHS Football Team  
Division 4 Central Mass Champions  
Photo by Tania Rich

Nashoba’s sports teams saw another amazing year! Participation increased with over 550 student-athletes participating across fifty total teams. Some highlights include our boys’ basketball team winning the Division 2 Central Mass Championship for the first time in forty years and becoming MIAA state finalists. Lucas Cordio won the Division 2 state title at his weight class in wrestling. The success continued into the spring as the girls’ tennis team won the Division 1

Central Mass Championship for the second consecutive year, and the baseball team became district finalists. The fall of 2017 was another successful season for the Chieftains. The field hockey team was named district finalists. However, the fall season was highlighted by the football team’s league championship, Central Mass District championship, MIAA state finalists, and a trip to Gillette Stadium!

Overall, Nashoba’s sports teams had a great year! Over ninety percent of our varsity teams qualified for post-season playoffs, won seven league titles, three sportsmanship awards, three district championships, two district finalists, and two state finalists. We have maintained a competitive athletic program, and school spirit is continuing to grow.

### **CENTRAL OFFICE DEPARTMART REPORTS**

#### **Science Technology Engineering and Math (STEM)**

2017 was a year of progress for curriculum and assessment at Nashoba. Now that we are more than a year out from implementing our new K-5 math program, enVisionmath, we see increased mathematical discourse and productive struggle present in our elementary math classes.



Teachers' focus on problem-based learning along with our district's focus on technological readiness contributed to our overall strong performance on the 2017 statewide assessment. We hope to continue building on this success in the coming year. This year, all K-5 teachers are embarking on a multi-year literacy professional development effort, which will result in districtwide, integrated literacy units that support consistent routines in learning through a small group workshop model. This effort is led by the Elementary Literacy Leadership Committee (ELLC), which is comprised of teachers, specialists, administrators and instructional assistants.

At the middle school level, science and engineering teachers have been focused on collaboratively developing units that support the updated Massachusetts Science, Technology and Engineering frameworks. This work has resulted in units that support deep, connected learning in science and engineering and allow students to experience the work of scientists and engineers through their focus on eight science and engineering practices. High school teachers have been focusing on integrating technology, projects and computer science into STEM courses. Recent professional development time has enabled high school teachers to explore enhancements to Google Classroom, incorporate current physics problems in math class, participate in the Hour of Code and visit Olin College of Engineering to learn more about authentic problem/project-based learning.

### **Health and Wellness**

Nashoba's health and wellness team has been busy with annual programs and new initiatives, including performing annual mandated screenings, administering suicide prevention, mental health awareness, substance use prevention education and stress reduction programming in the school community, as well as teaching CPR to HS students and district staff. The district's Emergency Response Task Force (a committee consisting of local public safety officials, school personnel, parents and students) reviewed and revised the district's Crisis and Emergency Response Plan Manual (flip chart). The members added protocols for situations that were needed including mental/behavioral health protocols.

The NRSD School Health Advisory held a community Wellness Expo in May with 25+ exhibitors from the community and district. Demonstrations and exhibits by experts on a wide variety of health and wellness topics were offered. Demonstrations of Hands-only CPR, AED use and choling relief by our NRHS EMT cadets. Presenters on teaching yoga, Zumba, jump roping and other fitness activities that families can enjoy together. Local nurses, fire, police and EMS personnel exhibits car seat, home medication, fire and sun safety programs. Many interactive activities on nutrition, diabetes, disaster planning, tick-borne illness avoidance, substance abuse prevention, mental health resources, head injury prevention and mindfulness, just to name a few.

The NRHS Substance Abuse Awareness Task Force is working to provide targeted education and programming to reduce the incidence of alcohol and drug use by our students. The district received a \$10,000 anonymous donation from a community member. An evening performance of the Improbable Players and a showing of the film "If Only" with panel discussion was offered in May with positive turnout.

## **Technology**

The one to one Chromebook program is now in its third year at Nashoba. This year students in grades 8 through 10 have anywhere / anytime access to academic resources and tools that help them to take ownership of their learning. Teachers of these students have reported the many benefits of instruction when their students have consistent and equitable access to technology. Benefits most often noted are flexibility of instruction, a variety of modalities to address varied learning styles, access to primary resources and improved methods for formative assessment. Student surveys continue to demonstrate that having a personal mobile device enhances the ability to learn at your own pace, learn difficult concepts more easily, access information both in and outside of school, and collaborate with classmates. Grades K-2 are using their classroom iPads (5 minis in each class) to supplement math and literacy concepts at the discretion of the teacher and dependent upon the learning needs of the individual student. Grades 3-7 have access to Chromebooks, which are being used to enhance instruction in every subject. New this year are online math benchmark assessments in grades 3-5 that simulate next generation assessments and provide teachers with clear analytical data that informs instruction. Two additional grade levels will be taking the State's next generation assessments (MCAS 2.0) this year. Added to last year's grades 4 and 8 are grades 5 and 7 with a small pilot in grade 10. Last year's administration with Chromebooks went smoothly and they will be used again this year.

The increase in technology usage in the district demands a robust infrastructure that will allow for quick easy access to online programs and tools. To ensure that our students and teachers are able to easily access online educational resources and next generation assessments anywhere in the buildings, the Technology Department has once again updated and added to the wireless components in each building over the summer months. With increasing concerns world-wide on cyber-security we have started a Cyber Security Awareness Campaign in the district. The goal is to empower all staff and students to be safer and more secure online.

Our online student data information system, PowerSchool is about to be enhanced with online registration. This is good news for everyone as the new online registration process will add a level of convenience in the registration process for parents while giving school administrators tools to manage data and communicate with families.

## **Extended Learning Program**



Keegan Carey, Ben Morse  
use teamwork to build the  
ultimate snowman!  
Photo by Laura Dwyer

The Nashoba Regional School District Extended Learning Program continues to be a vital part of the Stow, Bolton and Lancaster communities. The program offers families a safe, enriching, positive environment that is overflowing with a variety of engaging age appropriate opportunities.

The Extended Learning Program continues to evolve to meet the increasing needs of its families and participants. The Center School Extended Learning Program is now specifically designed for participants in grades K - 3. All activities and opportunities are tailored to meet this age group's emotional, social, physical and creative needs. The 4th and 5th grade participants have their own program called

H.A.L.F. Time (Hale, After School, Learning and Fun Time). This program resides in the Hale Middle School Home Economics Room and also has access to the beautiful Hale library, gym and Spanish Room for additional space. Several of the opportunities that the H.A.L.F. Time students enjoy are Theater/Improv classes, Mock Trial, Sewing Extravaganza, Science/Engineering classes, Project Citizen and new for the winter session we will be offering introductory guitar lessons. These activities focus on providing skills that will help develop confidence, social awareness and creativity.

Parents requested more science, theater and music offerings in our 2016 - 2017 parent survey and this prompted us to add several new science opportunities to our enrichment repertoire. These opportunities include [STEM IS FUN](#), Science Madness, and [Energy, Forces, Flight and Robots](#). Additionally, we have added Theater and Improv classes and expanded our music opportunities. [ImagArena](#) is a new spectacular, creativity adventure that will be introduced as part of our winter enrichment session. We will continue to offer Tennis, Archery and Chess Wizards. The amazing and ever so talented Extended Learning staff continues to offer a variety of exciting activities such as sewing, bird watching, recreational games, arts and crafts, sledding, nature walks, music, Destination Imagination, Coin Club, Computer Club, Stuffy Literature Club and structured homework time.

We have established several rewarding community collaborations these include the Lancaster Community Center, Bolton Library, and the Stow Council on Aging. We will continue to offer our spring morning Bike and Scooter Safety Class in conjunction with Ray Pfau and his group of expert bicycle enthusiasts. Finally, we have a new payment system [MySchoolBucks.com](#) which is also utilized by the School Nutrition Program that will help unify the billing experience.

The Extended Learning Program umbrella encompasses the [Before School Program](#), the [February and April Enrichment Academies](#) and the [June Invention Camp](#). Visit our [website](#) for information on these exciting programs. We can also be found TWEETING on [Twitter](#)!

Respectfully submitted,

Dr. Brooke Clenchy, Superintendent of Schools  
Lynn Colletti, Stow representative  
Mark Jones, Stow representative  
Stephen Rubinstein, Stow representative

## NASHOBA REGIONAL HIGH SCHOOL CLASS OF 2017

Caitlin Steede Vasington \*\* § President ~ Margaret Rose Haberle \*\*\* § Vice President  
Max Douglas Sharin \*\* § Secretary ~ Margaret Elizabeth Coppes \* § Treasurer

Madeline Olivia Claire Abendroth  
Catherine Victoria Abrams  
Madison Jean Afonso  
Dean George Anastas  
Anna Aloupis Armstrong \* §  
Kylie Joann Arvidson \* §  
Shannon Kacey Arvidson \*\* §  
Jacob Robert Astapoveh  
Jonathan Walter Aube \*\*  
Juliana Sonia Babu \*\*\* §  
Adira Tova Yermish Balzac \*\*\*  
Sean Robert Bannon  
Gabriel DE Souza Barbosa  
Rachel Kathryn Barlow  
Esther Elizabeth Bazile  
Cecilia Rose Beaudoin §  
Jarred Michael Beauregard  
Alice Olivia Bennett  
Christopher Richard Benschneider  
Michaela Lin Bettez \*\*\* §  
Isaac Jonathan Bleecker \*\*\* §  
Michael Edward Bolton III  
Sophia Dryankova Bond  
David Arthur Boots  
Timothy James Borgilt  
Noelle Christine Bouvier \* §  
Kevin Riley Boye  
Jordan Renee Bricknell \*\*\* §  
Erin Murphy Brooks \* §  
Melissa Anne Buck §  
Nicole Elizabeth Burns \*\* §  
Afton Jacey Burrell \*\*  
Meghan Maureen Bussiere  
Matthew Buttiglieri §  
Johnathan Richard Campana \* §  
Seth Michael-Anthony Campo  
Ellen Elizabeth Carlin \*  
Katherine Anne Carpenter  
Meghan Sarah Carroll  
Keagan Maeve Castles \* §

Jonathan Josue Chapin  
William David Chapman  
Sarah Elizabeth Chase  
Katharina Elise Christoph \*\*  
Mitchell Kessler Clopeck  
Kyle Robert Cloutier \*\*\*  
Taylor Ann Colvin  
Patrick James Connor  
Robert Steele Connor \*\* §  
Thomas Jeffrey Consalvo  
Ashley Jeanne Cormier \*\*\*  
Kevin Matthew Cote §  
Helen Gardner Crosby \*\* §  
Rebecca Caroline Cross  
Catherine Anne Crowley \* §  
William James Cruikshank \*  
Courtney Lee Culkins \*\* §  
Danielle Doran Cunniffe  
Matthew James Cunningham  
Meredith Jane Curran \* §  
Caitlyn Jean Curtis \*\* §  
Kristiana Marcelle Cushing \*\*  
Evan Dewit Daisy \*\*\* §  
Luke Joseph Danby  
Lance Edward Davidson-Benoit  
Elise Marie Davis \*\*  
Toni Anne Day \*\* §  
Robert Charles Denaro  
Kirsten Leigh Diefenbach \*\*  
Michael Thomas DiLorenzo  
Theresa Coleman Don §  
Keenan Patrick Doyle \* §  
Sarah Savage Duhaime \* §  
Grant Joseph Edwards  
Olivia Adele Ek  
James Iyoda Ervin \*\*\* §  
Kathryn Alise Everton \* §  
Ryan Christopher Fanger  
Michelle Marie Farnsworth (In Memory Of)

Peter Kenneth Farrell  
 Mary Paige Farren \*\* §  
 Anne Belgrave Farris \*  
 Owen Scott Fay  
 Jacob Mullin Fire  
 Andrew Emerson Fish  
 Daniel Hubert Fitzgerald  
 Alexander Thomas Fox  
 Dana Allison Freedman \* §  
 John James Gaffney  
 Jessica Rose Gavin \*\* §  
 Stephen Gerardo Gesualdi  
 Andrew Michael Gillis  
 Ryan Patrick Gillooly  
 Benjamin Daniel Glover  
 Efrain Dragon Gonzalez \*  
 Makaisha Marie Rose Gonzalez  
 Haley Elizabeth Goulding \* §  
 Paige Elizabeth Gouveia  
 Evan William Gradeski \*  
 Alexandra Olivia Grasso \* §  
 Sarah Marjorie Griffin \* §  
 Maria Beatrice Guerin \* §  
 Margaret Ellen Hagopian \*\* §  
 Heather Ann Hall  
 Kylie Christine Hamerski  
 Casey May Hannigan \*\*  
 Claire Eleanor Hannigan  
 Paige Ashley Harding  
 Jessica Raeanne Harmon  
 Jacquelyn Elizabeth Harnett \* §  
 Andrew John Henderson \*  
 Joseph Patrick Hershberger §  
 Gina Marie Hinckley  
 Hannah Batya Honig §  
 Katie Anne Hopta  
 Owen Lukas Hunter  
 Alexander Carl Jacobs \*\*  
 Connor Bryan Jesson  
 Sarah Noelle Johnson §  
 Rebecca Alice Johnston \*\*\* §  
 Nicholas Joseph Jones \*\*\* §  
 Rebecca Ruth Kallio  
 Daniel Paul Kane \*  
 Gregory Robert Kane  
 Lauren Elizabeth Kane

Kyle Richard Kapopoulos  
 Margaret Lillian Keiley  
 Samuel James Keith \*  
 Cameron Richard Kendall Ç  
 Daniel George Kerble  
 Grace Ann Kiernan  
 Alexis Kay King \*\*  
 Alexander Paul Kischitz  
 Christopher James Kline \*\* §  
 Jessica Annalie Kouvo \*\* §  
 Dakota Michael Labossiere  
 Jenna Rose Lahey \*\* §  
 Jacob Scott Landry  
 Garren Clark LaPlante  
 Anneke Rose LaPosta \*\*\* §  
 Emily Lynn Laskey \*\*\* §  
 Olivia Corinne Lauer §  
 Amy Elizabeth Lavoie  
 Anthony Roque Lazo  
 Eric Daniel Leclair  
 Matthew Joseph Legere  
 Jonah John Lemieux \*  
 Mariel Andraya MacAskill §  
 Andrew Peter MacDonald  
 Heather Denise MacDonald  
 Nicholas Jacob Machado \*  
 Lindsay Belle MacIntyre  
 Shayne Patrick MacKenna  
 Abigail Carney MacKillop  
 Evan Michael MacKillop  
 John Allan MacLean  
 Isaac Samuel Macrae \*\*\*  
 Samantha Lauren Maglione \*  
 Garrett Daniel Magnussen \* §  
 Kara Ann Mannion \* §  
 Kathryn Elizabeth Mansfield  
 Leesa Marie Mansfield  
 Nathaniel Michael Mansour  
 John David Mantus \*  
 Trevor John Manyak  
 Lea Marie Markham \*  
 James Patrick Evans McCaffrey §  
 Caleb Tyler McClure  
 Brynne Augusta McConnell \*  
 Connor Daniel McLeod  
 Erin Lindsey McNemar

Nicholas Dean Mellis §  
 Gustaf Howard Michaelsen \*\*\* §  
 Christian William Milioto  
 George Elsworth Miller  
 Christina Rose Milne  
 Ethan Lawrence Missaggia  
 Samuel Metzger Mitchell \*\* §  
 Anna Kresl Moffat  
 James Emerson Moffat  
 David Estuardo Morales  
 Nicholas Raymond Nastasi  
 Edmund Russell O'Connor  
 Jack Andrew O'Connor  
 Gabrielle Alexis O'Halloran  
 Michael Joseph O'Neil  
 Catherine Alessandra Pappas \* §  
 Andrew James Pasquale  
 Cheyleen Ashley Payson  
 Catherine Olive Pelletier  
 Michael Brian Perreault \*  
 Emma Nicole Perry \*  
 Eleanor Jayne Petter \*  
 Katherine Ellen Piccioli \*\* §  
 Colin Richard Pokorney  
 Shane Robert Regonini  
 Taylor Michele Rhoades  
 Nicholas David Riddle \* §  
 Anthony Rivera  
 Nicholas Jude Rodgers \*  
 Ignacio Jose Rodriguez Montero  
 Andrew V Rallo Romasco \* §  
 Reka Elizabeth Romhanyi  
 Hannah Marie Roth §  
 Fiona Marina Russo \* §  
 Frances Sanchez  
 Maegan Elizabeth Sanford \* §  
 Madison Mae Sarnoski  
 Danielle Marie Scafidi \* §

Allison Rebecca Scott  
 Daniel Rene Seeley \*\* §  
 Benjamin Thomas Seeto \*\* §  
 John William Seeto  
 Austin John Sforza  
 Kyla Jesse Shaye \*  
 Gabriella Madeline Small  
 William Harrison Sprague \*\*  
 Joseph Henry Stadolnik IV \*\*\*  
 Cameron Peter Stephens  
 Amanda Mary Suleski \*\* §  
 Douglas Michael Sweet  
 Haley Teresa Taddeo \* §  
 Emma Garrett Talpey \* §  
 Samuel Joseph Talpey \*  
 Anthony Jason Tata  
 Garrison Mark Taylor \*\* §  
 Jeffrey Jae Kwan Taylor-Chang \*\*\* §  
 Justin William Terry  
 Colin Douglas Tierney  
 Miranda Rose Tollefson  
 Elena Margaret Trunfio  
 Rebecca Grace Vangsness \* §  
 Julia Lindsay Wachtel \* §  
 Kyle Joseph Webb  
 Robert Andrew Wells  
 Rachel Kathleen Werner  
 Brooke Katherine Winsmann \*\* §  
 Ashlynn Anna Wood \*\* §  
 Sophia Helene Wood  
 Jasper Burnett Yang \*\* §  
 Ashley Jean Zerega

Ç Certificate of Completion  
 § NHS Senior Project  
 \*\*\* Summa Cum Laude  
 \*\* Magna Cum Laude  
 \* Cum Laude

## **MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

### **Minuteman Breaks Ground for New School**

On June 14, 2017, state and local officials joined the Minuteman School Committee, School Building Committee and hundreds of Minuteman faculty, staff, and students for a ceremonial groundbreaking for the construction of the new high school. The new school is expected to be completed by start of school in the fall of 2019.

“An investment in education pays the best interest,” Jack McCarthy, Executive Director of the Massachusetts School Building Authority (MSBA), told the gathering. The MSBA is investing more than \$44 million in the project.

Speaking on behalf of the area’s legislative delegation, Rep. Jay Kaufman (D-Lexington) applauded the project and noted Minuteman’s importance to students and to the region’s economy. He also remembered the late Sen. Kenneth Donnelly (D-Arlington) as a big supporter of vocational-technical education and Minuteman High School.

Nothing about the Minuteman project has been easy. To secure project approval, the District needed to revise its governance structure and membership, scale back student enrollment, and change state regulations so non-members contribute to capital costs. The District was also forced to hold a district-wide election to secure final approval for bonding.

“This project nearly failed several times,” said School Committee chair Jeffrey Stulin of Needham. Speaking directly to Minuteman students, Mr. Stulin urged them to take on important projects, be persistent, put their passion into it, and have the courage to accept that they might fail.

In his remarks, Superintendent Dr. Edward Bouquillon urged state officials not to tinker with the existing model for career vocational-technical education. “Now is not the time to shave off the best aspects of CVTE and try to graft it onto a traditional high school schedule,” he said. “All that will do is weaken our system in Massachusetts.”

Guests included a host of town managers and selectmen, educational leaders, officials from the Massachusetts Association of Vocational Administrators (MAVA) and the Massachusetts Association of School Superintendents (MASS), and members of Minuteman’s program advisory committees.

### **Minuteman Sells Bonds for New School**

In September, the Minuteman School Committee approved the sale of \$36 million in general obligation bonds for the construction of a new high school. The vote to issue the bonds was 10-0.

Eight financial institutions competed to purchase the bonds. The low bid was submitted by Bank of America Merrill Lynch with a true interest cost of just over 3.09%. The high

bid was just over 3.43%. The District offered the bids after receiving a credit rating of “AA” from S&P Global Ratings.

### **Minuteman Secures Second Major State Grant for Advanced Manufacturing**

In March of 2017, Minuteman secured a second major competitive grant to launch its new Advanced Manufacturing & Metal Fabrication program. The new program will train high school students and adults for high-wage, high-demand jobs in the field of advanced manufacturing. The \$495,000 grant was announced by Governor Charles Baker during ceremonies at Greater Lowell Technical High School. The previous year, Minuteman received a \$500,000 grant.

### **Workforce Board Supports Minuteman Girls in STEM Program**

Minuteman High School and Partnerships for a Skilled Workforce, Inc. joined forces to expand opportunities for young high school women seeking careers in science, technology, engineering and math (STEM). With the help of a \$14,500 state grant, Partnerships for a Skilled Workforce assisted in funding a series of activities for Minuteman’s award-winning Girls in STEM program.

### **District Adopts Smaller Budget**

For the second year in a row, the Minuteman School Committee adopted a budget that is *smaller* than the previous one. On January 31, the School Committee voted to adopt a budget of \$19,449,466. That’s \$278,631 – or 1.41% -- smaller than the FY 2017 budget.

### **Minuteman Students Earn Gold Medals at National Competition**

Six students from Minuteman earned medals at a national competition. The SkillsUSA National Leadership and Skills Conference was held June 19-23, 2017, in Louisville, Kentucky. SkillsUSA is a national organization that allows students in career and technical education to compete in a host of rigorous technical and leadership competitions.

The medalists were Sean Datar of Acton, who earned a gold medal in Related Technical Math, Erin Noel of Medford, who earned a gold medal in Employment Application Process, and Collin Kelly of Sudbury and Brian Courtney, Jr. of West Roxbury, who earned gold medals in the Community Action Project. Adam Powell and Ethan Francis-Wright, both of Arlington, earned bronze in Web Design.

### **State Commends Minuteman for MCAS Performance**

In October of 2017, the Massachusetts Department of Elementary and Secondary Education (DESE) commended Minuteman High School for its 2017 MCAS scores.



The school was one of only seven schools in the Commonwealth to be singled out for high achievement, making strong progress, or narrowing proficiency gaps.

Minuteman enjoys a Level 1 Accountability Rating for its students' MCAS performance. Each year, DESE rates all schools and school districts in Massachusetts from Level 1 to Level 5, with Level 1 being the best.

### **Minuteman Recognizes Outstanding Students**

Two seniors earned recognition for exemplary character, leadership and scholastic excellence.

Davis Kahmann of Arlington, an engineering major, was selected as the school's Outstanding Vocational-Technical Student of 2017. Along with other distinguished student honorees from vocational-technical high schools and programs across the Commonwealth, he was honored at an awards ceremony at Mechanics Hall in Worcester on April 13.

Sean Datar of Acton was Minuteman's 2017 nominee for the Walter J. Markham Award. This honor is sponsored by the Massachusetts Association of Vocational Administrators and the Massachusetts Vocational Association. Walter Markham was a pioneer in vocational-technical education in Massachusetts.

### **Minuteman Students Win Logo Design Contests**

Melanie Hennessey was the winner of a logo design contest sponsored by the Battlegreen Run Foundation. Battlegreen Run is a non-profit foundation that organizes an annual road race in Lexington to fund worthy local charities. Ms. Hennessey, majoring in Design & Visual Communications at Minuteman, is a graduate of the Dover-Sherborn Middle School.

John "Jack" Ross, a Minuteman student from Arlington, was the winner of a logo design contest sponsored by the Minuteman Futures Foundation, Inc. The Minuteman Futures Foundation is a private, non-profit organization that raises funds to support students and programs at Minuteman High School. Christopher Bateman, managing partner of the Lexx Restaurant in Lexington, serves as the Foundation's president.

### **Minuteman Students Get Laptops**

Freshmen at Minuteman High School are now armed with digital learning devices because of a new initiative called "mPower—Empower Our Revolution." In early March of 2017, all ninth-graders received a laptop as part of Minuteman's one-to-one program. Under the program, each student is given an electronic device, in this case, an HP Probook x360. Students are able to use the devices in school and take them home at night.

## **Minuteman Featured in Nationally-Broadcast TV Documentary**

Minuteman High School was one of three vocational technical high schools in Massachusetts featured on “Job Centered Learning,” a PBS television documentary about career and technical education. The documentary by award-winning filmmaker Bob Gliner first aired in October of 2017.

## **Minuteman School Committee Elects New Officers**

As of July 2017, the Minuteman District includes ten member towns: Acton, Arlington, Belmont, Bolton, Concord, Dover, Lancaster, Lexington, Needham, and Stow. The newly-reconstituted District elected a new School Committee leadership team at the first meeting of the new ten-member Committee.

Members elected David Horton of Lexington as its new chair, Sue Sheffler of Arlington as its new vice-chair, and Pam Nourse of Acton as its new secretary.

Mr. Horton succeeds Jeffrey Stulin of Needham, who successfully led the School Committee from the start of planning for a new school to its groundbreaking. Mr. Horton, who formerly served as the committee’s secretary, is a retired school administrator.

In addition to the three officers and Mr. Stulin, members of the School Committee include Jim Gammill of Belmont, David O’Connor of Bolton, Carolyn “Carrie” Flood of Concord, Ford Spalding of Dover, Jennifer Leone of Lancaster, and Alice DeLuca of Stow.

Comprised of volunteers appointed by each of the member communities, the School Committee approves the district budget, hires the superintendent, and sets policy for the district.

## **School Committee Member Receives State Award**

Ford Spalding of Dover, a Minuteman School Committee member who helped lead the fight for construction of the new Minuteman High School, received a prestigious award from the Massachusetts Association of School Committees (MASC). MASC selected Mr. Spalding to receive the MASC’s Division VIII All-State School Committee 2017 award. Division VIII includes more than 80 school districts in Massachusetts with state-approved (Chapter 74) vocational technical education programs.

“We’re very happy that Ford is being recognized for his hard work and we’re grateful for everything he’s done to support vocational technical education and the students at Minuteman High School,” said Dr. Edward Bouquillon, the school’s Superintendent. “In both good times and bad, he’s been there, fighting alongside us. He and I always agree on one thing: the kids come first.”

The award was presented to Mr. Spalding at the MASC Leadership Awards Dinner in Hyannis on November 3.

Mr. Spalding serves as a member of the Minuteman School Committee representing the Town of Dover. He also serves as chair of the Minuteman School Building Committee, the group overseeing construction of the new \$144.9 million Minuteman High School. Previously, he chaired the Campaign for Minuteman's Future, a group of volunteers that helped win a district-wide referendum for construction of the new school.

Respectfully submitted,

Edward Bouquillon, Superintendent-  
Director

#### **MINUTEMAN HIGH SCHOOL 2017 STOW GRADUATES**

Henry Bachmann – Robotics  
Kathryn Barnes – Health Assisting  
Benjamin French – Culinary Arts/Baking  
Anthony Lavin – Electrical Wiring  
Peter Lavina – Automotive Technology

## **PUBLIC SAFETY**

### **POLICE DEPARTMENT**

2017 was another busy year for the Police Department. We hired two new public safety dispatchers. Brandon Murphy was hired full time to replace Samantha Howard, who left to take a job as a police officer for the Marlboro Police Department, and Erin Loftis was hired as a part-time dispatcher in September to fill an open part time position that Justine St. John had previously filled. Justine is now at the Stow Highway Department and Board of Health. We also appointed two new Special Police Officers, Cody Costa and James Banatoski, in November. Prosecutor Gary Murphy retired in July after 32 years of service to the Town. Gary will be missed; he did a good job as court prosecutor, he did a lot of behind the scene work for Veterans groups in the area, and his personality, sense of humor and camaraderie will be hard to replace. Gary has stayed on as a part-time Special Police Officer and is helping out with the firearms training. I wish Gary all the best in his retirement; he was a pleasure to work with, and a good partner and friend over the years. Bob Nelson was appointed from within as the new court prosecutor, replacing Gary at Concord Court, and James Landi, a twelve year veteran of the Townsend Police Department, was appointed in November as our newest police officer to fill the open position caused by this retirement. James is excited to come aboard and is scheduled to start in January.

In response to the current public safety needs of our community the Stow Police Department this past year signed into a First Responder Memorandum of Agreement with Emerson Hospital, and has been licensed by the Commonwealth of Massachusetts Department of Public Health Drug Control Program, to carry and dispense Intranasal Naloxone (Narcan) and Epinephrine Auto-Injector (Epi Pens). Stow Police Officers will now be carrying these potential life saving devices in our police cruisers. This past year all officers were also trained and are now carrying Tourniquets, along with AEDs (Automatic External Defibrilators) which we have had in service and available the past couple of years. I would like to thank and acknowledge the efforts of Emerson Hospital Medical Director Dr. Gert Walter, EMS Director, PRO EMS, and CMERA paramedic group for helping make this possible. I would also like to thank the Stow Fire Department for providing the mandated training and guidance to the Police Department for these programs, along with providing the mandatory refresher courses in the future. I believe taking these progressive steps forward greatly enhances the possibility that a Stow Police Officer may save the life of someone in need of help.

This past fall the installation of the new HVAC system at the police station was completed. This project was badly needed as our heating and air conditioning units were failing and the constant repairs and upkeep were very costly. Thank you to the Building Department and all that were involved in this project, and also for providing temporary cooling in the station while this project was underway. Other improvements made at the Police Department this past year included crack seal and seal coating of the entire parking lot. A new electronic prisoner watch security system was installed in the cell and dispatch area, and in response to the carbon monoxide issues with the Ford Interceptor SUV police cruisers, we were able to obtain funding from the Town's insurance company, MIIA, to purchase CO detectors for all of the line cruisers at no cost to the Town. We received a State 911 grant of \$15,865 to help fund police and dispatcher training and overtime costs. We also equipped the cruisers with Active Shooter Response Kits and continued to upgrade our police cruiser and dispatch radios and the cruiser laptop computers.

Our community policing initiatives continued this year and included the first civilian police academy, a successful twelve-week program held at the new community center that twenty Stow residents participated in. Sgt. Mike Sallese, Detective Cassandra Ela, and Darlene Trefry were instrumental in getting this program off the ground, and they along with other officers within the department did an outstanding job on this program. During summer school vacation in July we also conducted the 3rd annual Stow Police Department youth police academy at the new fire station. This is a very well run and popular event with the local kids, and it covers a wide range of topics and builds teamwork, trust and friendships with the police. This year the cadets sent care packages to our troops overseas. Thank you to the Stow Fire Department for hosting this event for a week, and the Stow Fire Association for providing CPR books. I would also like to thank the many local businesses and the Rotary Club of Nashoba Valley, for funding the purchase of two carts for the youth academy. The kids loved them, and they can be used for future classes and events. We hosted “Coffee with a COP” at Emma’s Café, and also participated in District Attorney Ryan’s seminar at the COA on scams and internet fraud. In partnerships with NRSD and the Middlesex County Police Partnership, the Police Department sponsored the Wahlberg family “IF ONLY” drug education movie and seminar at NRHS for parents and students. We also recently conducted an active shooter seminar for employees at Bose Corporation in Stow.

We were honored to host Domestic Violence Services Network’s quarterly Police Chiefs’ Council meeting in the Fire Department conference room with guest speaker Executive Office of Public Safety Undersecretary Jennifer Queally. DVSN is one of our longest running police partnerships that serves as an invaluable tool in the ongoing battle against domestic violence. We also continued our police partnerships with Communities for Restorative Justice, Middlesex County Police Partnership, Eliot Mental Health, PAARI (Police Assisted Addiction And Recovery Initiative), HOMEBASE, and CEMLEC (Central Mass Law Enforcement Council). Middlesex County District Attorney Marian Ryan is very supportive to the communities in Middlesex County and the Town of Stow, and her staff participates in county-wide quarterly meetings with area police chiefs. They also run numerous police training opportunities and seminars throughout the year, including school safety, internet fraud, confronting the opioid crisis, child protection, and elder protection. Their office also began the Central South Middlesex Opioid Task Force which we participate in, and her office provided Naloxone (Narcan) at no cost to the department, so we could equip our cruisers and police officers properly in this ongoing opioid crisis that is affecting every community, including Stow.

This past year both the Massachusetts State Police and the Middlesex County Sheriff’s Department were instrumental in providing mutual aid assistance during emergency public safety situations where we needed manpower or additional equipment and resources. I thank both agencies for the help and professionalism.

Officers participated in numerous specialized training opportunities this past year including first line supervisor training, NE school safety conference, Missing & Exploited Children, Autism Speaks, Internet Threats, Cyber Crime Conference, Crime Scene Investigations, Detective Training, Civilian Response to Active Shooter, Active Shooter Preparedness, Homeland Security, Patrol Rifle Instructor School, DNA Databank, Interview and Interrogation, Taser Instructor, and 911 classes.

The Stow Police continue to utilize social media for sharing public safety information. Our Facebook page has almost 3,000 followers, and this past year we began “Warrant Wednesday”

and “Throw Back Thursday”, showing old police cars, and retired police officers. We also provide an Internet Exchange Zone at the police station where citizens can complete online transactions in our parking lot, which is a secure and lighted area that is also under video monitoring. And we continue to provide a prescription drug take-back box in the lobby that is available and widely used 24/7 by members of the community.

As Chief of Police I continue my involvements in the Massachusetts Chiefs of Police Association, the Middlesex County Chiefs of Police Association, the International Association of Chiefs of Police, and the Massachusetts Police Association. I am on the Chief’s Council for Domestic Violence Services Network, and Communities for Restorative Justice, and I am also a charter member of the Rotary Club of Nashoba Valley. The information sharing and professional networking that evolves from partnerships with these organizations are invaluable.

I would like to thank and acknowledge the support and efforts of Senator Jamie Eldridge and State Representative Kate Hogan for all they do for the Town of Stow and their continued support of the Police Department.

I was also like to thank the local media outlets for their continued cooperation and fairness dealing with Police Department-related stories and information, particularly the Stow Independent and the Maynard Beacon Villager.

I again remind residents that Stow is a beautiful, safe community, but we are not exempt from crimes or criminal activity, and we are not shielded from the ongoing opioid crisis. I ask that all citizens lock their homes and cars and keep an eye on their surroundings. If you see something that you think is out of place or suspicious please give us a call, we will be glad to check it out. In conclusion, I would like to thank the members of the Stow Police Department for all they do throughout the year, and the other Town Departments and employees who assist us, especially our public safety partners at the Fire and Highway Departments who we work with on a daily basis. I also thank the Honorable Board of Selectmen and Town Administrator for their continued support of the Police Department throughout the year.

Respectfully submitted,

William Bosworth  
Chief of Police

**Police Department Administrative Assistant**

Darlene Trefry

**Police Officers - Full time**

William L. Bosworth, Chief

Ralph Marino, Lieutenant

Darren Thraen, Sgt.

Michael Sallese, Det/Sgt.

Sean M. Collins

Luke A. DeZago

Cassandra M. Ela, Det.

David J. Goguen

Christopher Kusz

James P. Landi

Gary P. Murphy, Prosecutor **(Retired)**

Robert J. Nelson, Prosecutor

**Police Officers – Special**

James G. Banatoski

Robert E. Blanton

Jonathan D. Butler

John T. Connors

Cody Z. Costa

John E. Fantasia

Lee D. Heron

Richard D. Manley

Brandon C. Murphy

Michael A. Smith

Steven B. Sturtevant

Darlene D. Trefry

Mark H. Trefry

**Police Matrons/Prisoner Watch**

Deborah L. Richardson

Darlene D. Trefry

**Public Safety Dispatchers**

Jonathan D. Butler

Brandon C. Murphy

John E. Fantasia, Dispatch Supervisor

Erin M. Loftus (Part-time)

Darlene D. Trefry

## Police Department Statistics

### 2017 Dispatch Analysis

911 Abandoned/Error:	44
Alarms:	182
Animal:	365
Airport Security:	252
Arson & Bombing:	1
Assault:	3
Assist Citizen:	623
Assist Other Agency:	213
Burglary (B&E) Past:	9
Building Check:	4,315
Complaint:	155
Disturbance:	40
Disabled MV:	89
Domestic Disturbance:	10
Firearms Licensing:	162
Follow-Up Investigation:	219
General Info:	10
Larceny/Forgery/Fraud:	57
Lake Boon Complaint:	17
Lockout:	43
Medical Emergency:	470
Missing Person:	9
Motor Vehicle Accident:	130
Motor Vehicle Stop:	1,508
Found/Lost Property:	65
Radar:	689
Serve Restraining Order:	27
R.O. Violation:	11
Road Safety Complaint:	354
Stow Comm. Park Check:	319
Sudden Death:	4
Sex Offenses:	2
Auto Theft:	3
Serve Public:	1,210
Serve Summons/Notice:	25
Suspicious Activity:	334
Town Beach Check:	287

Threats:	4
Traffic Control:	599
Vandalism:	14
Serve Warrant:	16
Well Being Check:	46
Other:	1,181

### 2017 Records Analysis

Total Offenses Committed:	301
Total Felonies:	95
Total Crime Related Incidents:	64
Total Non-Crime Related Incidents:	50
Total Arrests (On View):	36
Total Arrests (Incident/Warrants):	6
Total Summons:	60
Total Arrests:	102
Total Juvenile Arrests:	4

### 2017 Traffic Analysis

Motor Vehicle Stops:	1,508
Citations:	889
-Written Warnings	79%
-Civil Citation	12%
-Summoned to Court	4%
-Arrested	3%
-Other	2%

### 2017 Call Source Analysis

Walk In Service:	502
911 Calls:	660
Telephone Calls:	2,182
Radio/Alarm Box/Other:	10,772
Total Calls:	14,116



## **FIRE DEPARTMENT**

### **Our Mission**

**It is the mission of the Stow Fire Department to provide the finest possible fire, rescue and emergency medical services to all those that reside in, work in or visit the Town of Stow. To meet our mission, we strive to achieve the highest level of preparedness, prevention and community involvement. Our department is founded upon the core values of mutual trust, pride in service, integrity and diversity.**

This was another busy year for your Stow Fire Department. Although responses are down from last year, we still received 897 calls for service. Consistent with previous years, Emergency Medical Services remain to be a majority of the calls, totaling 601 this year, with 83 of them the result of a motor vehicle accident. There were also non-medical calls for service, including 14 structure fires, 8 chimney fires and 6 brush fires. We responded to 125 alarm activations as well as a number of other incidents ranging from natural gas leaks to public service calls.

In 2017 the Stow Fire Department held one of its largest public outreaches for recruitment of new members. With the help of department members a recruitment video was produced in-house and placed on social media. For the first time, this recruitment was developed specifically around department personnel needs. The process yielded 18 viable candidates ultimately leading to the hiring of 8 new Call Firefighters. These members were appointed by the Board of Selectmen in October and began their extensive training immediately. I am glad to say all 8 completed the training and are actively engaged in Fire Department operations.

### **S.A.F.E. Program**

Fire and Life Safety Education is a priority in Massachusetts as well as across the country. For the past 21 years the Stow Fire Department has been conducting Fire Safety education through the Student Awareness Fire Education program (S.A.F.E). The department's SAFE program targets pre-kindergarten through first grade children of Stow. With the assistance of a grant from the Department of Fire Services we have been able to provide the materials and staffing to educate our most vulnerable population on home and fire safety.

For the third year now the department has been developing the Senior S.A.F.E program, working with the Stow Senior population through a number of public forums. We have also expanded the smoke detector battery change programs and home safety visits to year-round activity. With the new station and community center, we are working on plans to expand the S.A.F.E and Senior S.A.F.E. program through the use of the new facility.

As the SAFE Coordinator I would like to thank the Center School Staff, the Council on Aging, and the members of the Stow Fire Department and Chief Landry for the support of this Life Saving Program.

S.A.F.E. Coordinator  
*Captain Benoit*

## **Training**

The goal of the training program at The Stow Fire Department is to ensure our members have the knowledge and skills to perform their jobs in a safe and effective manner. One of the main areas of focus this past year has been Group-Based Training. Company officers have been heavily involved in training their members to meet minimum standards set forth by the Training Lieutenant. Ongoing training and evaluation by Company Officers is a key factor to engaging our members and keeping knowledge and skills up to date.

In 2017 Stow Fire welcomed eight new recruits to the department. The recruits took part in an intense 17 week training program. The program is designed and taught in-house by Stow Fire Department members. Recruits receive basic training on all aspects of fire and emergency services by way of lecture and practical evolutions. The program is culminated with a comprehensive skills evaluation to ensure they meet department standards. After successful completion, members are promoted to the rank of Call Firefighter.

Training Officer  
*Lieutenant Evers*

## **Apparatus Maintenance**

The Stow Fire Department apparatus is a critical component of our operation. These vehicles are not only used to transport our Firefighters and Emergency Medical Technicians to calls, they are an important tool utilized on all responses. With the absence of a municipal water supply, every piece of equipment that we own is critical in the movement of water when we fight fires. Having the ability to service these vehicles in-house translates to these critical pieces of our infrastructure remaining in service longer, better protecting the citizens of Stow and their property. Greg Vogel is the department mechanic; he has developed a stringent and comprehensive maintenance program to ensure that our fleet is ready for service.

Although our fleet of Fire Engines is starting to age, they remain in very good shape. Over the last couple years the department has taken steps to extend the life of two of the units by rebuilding the pumps. Taking into consideration those past repairs along with additional factors, the department has reconfigured the future Capital replacement schedule. Almost 20 years ago it was recognized that a majority of the fleet was in disrepair, which caused the management to replace two engines in a very short period of time. This reconfiguration of the Capital Plan will help spread out the purchasing of fire apparatus. The department administration as well as the mechanic recognizes the importance of reducing capital expenditures when possible. As we move into the future the department will constantly evaluate the condition of each vehicle and take measure to reduce the need for replacement when this can be achieved in a safe and fiscally responsible manner.

This coming year the Fire Department will be requesting funds to purchase a new command vehicle to replace the Car 20. The existing Command Car is reaching 100,000 miles with nearly eight years of service to the Town. A command vehicle in the fire service is essentially the

Incident Commander's office and tool box rolled in to one mobile unit. The unit has been utilized multiple times over the last year for incidents such as structure fires, motor vehicle accidents, searches and natural gas incidents. We look forward to your continued support in our efforts to maintain an efficient and cost effective fleet.

### **Emergency Medical Service**

Once again, calls for medical service have risen in the Town of Stow. We as a department recognize this increasing trend and train tirelessly to meet the needs of the public we serve. Our Firefighter/Emergency Medical Technicians work in conjunction with Pro-EMS, our paramedic service provider, to offer the best possible pre-hospital care. We look forward to our future with Pro-EMS and the CMERA group.

At the May Town Meeting, the Fire Department received funding for a new Ambulance. A four member committee was formed to design the new addition to our fleet. A number of hours were spent visiting manufacturers to find the best fit and value for the taxpayer dollars. I am glad to say we secured a contract late in the year with Road Rescue Emergency Vehicles. The ambulance is currently in production and will be delivered in March of 2018.

### **Thanks from the Chief**

I would like to take this opportunity to thank all the Officers and Firefighters of the Stow Fire Department for their help and support throughout the year. Your assistance, dedication, commitment and professionalism make a department that we can all be proud of.

I would also like to thank all of the citizens of Stow, the business community, the Town Administrator, the Board of Selectmen, Building Department, IT Director, Board of Health, Planning Board, Council on Aging and all other Town departments for their support of the Fire Department. I would especially like to thank the Police Department, Communications Center and the Highway Department for all your help and support during the year.

A special thanks to the Medical Reserve Corps (MRC) and the Local Emergency Planning Committee (LEPC) for all their ongoing support especially with emergency shelter operations.

Thank you all! I look forward to another year of progress and teamwork in the Town of Stow.

Respectfully submitted,

Joseph Landry  
Fire Chief

## 2017 Permits Issued

Blasting	8
Fire Alarm Permits	66
Fire Suppression	0
Open Burning Permits	582
Oil Burner Permits	27
Black Powder	0
Propane	32
Sprinkler	43
Tank Removal	10
Fuel Truck	1
Underground Storage	0



## Fire Prevention / Inspections

2017	278
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### **FULL TIME STAFF**

Chief	Landry, Joseph
Captain	Benoit, John P
FF/EMT	Evers, Barry *
FF/EMT	Guerin, Mark *
FF/EMT/Admin	Swinimer, Judson *
FF/EMT	Vogel, Greg



### **Per Diem /Call Firefighter/EMT's**

Benoit, Erick\*  
Dudley, Paul  
Fiorvanti, Jeremy  
Kelley, James  
Lyons, Jeffrey  
Swinimer, Judson \*  
Villa, Keith  
Scimeca, Michael\*  
Olson, Matthew\*  
Bolton, Andrew  
Jakubek, Todd  
Stafford, Jack  
Trioli, Nick

### **Call Officers**

Lieutenant	Guerin, Mark *
Lieutenant	Evers, Barry *
Lieutenant	Benoit, Erick*
Lieutenant	Scimeca, Michael*
Lieutenant	Olsen, Matthew*

### **Call Firefighter/EMT's**

Siewierski, Sue  
Ellis, Kristina  
Murphy, Jonathan  
Galofaro, Jason  
Gray, Timothy  
Camden Herlihy

### **Apprentice Firefighters**

Fenton, shamos  
Beharrell, Jonathan  
Lowe, Matthew  
Tufo, Matthew  
Shepard, Kevin  
Mangolds, Yuris

### **Honorary Firefighters**

Warren, Ed  
Landry, Stephen

### **Call Firefighters**

Dilling, Barrett  
Dwinells, Scott  
Silverio, Gregg  
Stafford, Larry  
Benoit, Kevin  
Nunez, George  
Stupak, Jeffrey  
Santiago, Carlos  
Casello, Peter  
Gray, Jonathan

\* Denotes multiple positions within the organization

## **FOREST WARDEN**

The Stow Fire Department responded to fewer brush fires this year than in previous years. This can be credited to a number of factors, the first being fire prevention and safety education which addresses outside fires and their impact. Another factor is the increased oversight and coordination of Conservation properties. Over the years there has been a significant increase in use of Conservation properties. This increase in use may have an impact on the recognition of fires or mischievous conduct that contributed to brush fires in the past. Either way, a decrease in brush fires has a positive impact on the Fire Department as well as the land.

The open burning season was once again very busy for the Fire Department. Between January 15 and April 30, 2017, 582 Open Burning permits were issued. We allow burning between 10:00 am and 4:00 pm with permission from the Fire Department depending on staffing and weather conditions.

Many burning days are declined by the Department of Environmental Protection due to atmospheric conditions. The State Forest Warden may also cancel burning due to unfavorable weather conditions. Extreme conditions are reported as “Red Flag Days” on local weather reports.

I would like to thank the State Forest Fire Division and the Sudbury Fire Tower for all their help in locating and extinguishing fires.

Respectfully submitted,

Joseph Landry  
Forest Warden

## **EMERGENCY MANAGEMENT**

We are the point of contact for the Local Emergency Planning Committee (LEPC). The LEPC is comprised of a number of many cross-functional departments that have demonstrated the ability to professionally manage emergency incidents in Stow. We are extremely fortunate to have such a talented group of volunteers. They have handled everything from desktop exercises to real life emergencies opening and managing emergency shelters.

In recent years, the Town of Stow has not experienced a major event requiring Emergency Management activation. This does not mean that the planning process has not remained active. Over the last year, the new Community Center located at 509 Great Rd has been designated as the primary shelter for the Town of Stow. Due to the layout and extra storage space this addition to the LEPC resources has become invaluable. We now have the ability to maintain all of the equipment required for sheltering in one location, eliminating the need to mobilize equipment in advance. Although we have not recently activated a shelter in Stow, it does not mean that we are not ready for the task. The preparation phase is complete; in the future we will be training on the process to hone our skills to ensure that we offer the most efficient service to those in need.

When activated for manmade or natural disasters, Stow Emergency Management works closely with the Highway, Fire and Police Departments to mitigate and manage the Town's recovery efforts. In addition we continuously work alongside MEMA following large scale events to secure funding. This financial recovery has proven to be very successful in returning thousands of dollars of the Town of Stow's out of pocket disaster expenditures back to the general fund.

I would like to recognize the working partnership between the Medical Reserve Corp (MRC), the Local Emergency Planning Committee and the Stow Board of Health. This cohesive working group has proven to be very successful over the years. The spirit of volunteerism is still alive and strong in the community. We all look forward to serving the citizens of Stow for many years to come.

Respectfully submitted,

Joseph Landry  
Emergency Management Director

## Local Emergency Planning Committee (LEPC)

1	Arsenault, Nancy	Stow Independent
2	Blake, Vicki	Plantation Apartments
3	Bosworth, Bill	Stow Police Chief
4	Clayton, Michael	Stow Highway Superintendent
5	Fantasia, John	Stow Communications Center
6	Funkhouser, Sharon	Stow Council on Aging
7	Glorioso, Robert	Ham Radio Operators
8	Greenough, Laura	Stow Recreation Committee
9	Hathaway, Linda	Stow Town Clerk
10	Heffernan, Al	Meeting House
11	Holbrook, Jack	Arber Glenn
12	Clenchy, Brooke	Nashoba Regional School District
13	Martin, Craig	Building Inspector
14	Landry, Joseph	Stow Fire Chief
15	Trunfio, Maureen	Office of the Board of Selectmen
16	Norton, Bob	Stow Wiring Inspector
17	Sferra, Kathy	Stow Conservation Committee
18	Perry, Ross	Medical Reserve Corp (MRC)
19	Rising, Marcia	Board of Health/MRC
20	Robart, Sarah	Medical Reserve Corp (MRC)
21	Ryan, Tom	Board of Selectmen
22	Sallese, Michael	Detective Stow Police Dept.
23	Stadolnik, Rebecca	Medical Reserve Corp (MRC)
24	Swinimer, Judson	Stow Fire Dept.
25	Eld, Ronald	Stow Information Technology
26	Toole, Alyson	Stow Council on Aging
27	Colosi, Cindy	Stow Board of Health
28	Wrigley, William	Stow Town Administrator
29	Abraham, Lauren	Council on Aging



## **SPECIAL COMMITTEES**

### **STOW MUNICIPAL AFFORDABLE HOUSING TRUST**

Following up on its activities of the previous year, the Trust continued to execute on the Housing Production Plan submitted to and approved by the Commonwealth in 2016.

Three different foreclosure processes involving affordable homes continued into 2017. In response, SMAHT requested that additional Community Preservation Act funds be added to the Affordability Safeguard Program (ASP) so that more than one unit could be rescued at the same time if needed. This request was approved by the Community Preservation Committee and Annual Town Meeting. The balance in that program is \$425,000. (This program and the funds associated with it will be reviewed for continued relevance by SMAHT and the CPC in 2026.)

In April, a public meeting was held regarding the Request for Proposal awarded to Habitat for Humanity North Central Massachusetts for a parcel on Pine Point Road., which was under the care and custody of SMAHT for affordable housing. Neighbors and other residents provided input, which was included in the proposal. Using that input, Habitat submitted a comprehensive permit application to the Zoning Board of Appeals for development of two affordable units.

Two Chapter 61 withdrawals occurred during 2017. SMAHT participated in the Town's rapid response process each time and recommended that the Town exercise its option to purchase the two parcels on Old Bolton Road with the intention of creating affordable homes, and to waive the right for parcels on Pennie Lane. During the 120-day response period, preliminary engineering was completed, a development concept was created, and a passionate public hearing was held. The Board of Selectmen decided to convene a Special Town Meeting in August to consider this and other important warrant articles. In the end, Town Meeting voted not to exercise the option, although more support for this project was expressed than for previous similar situations, indicating that the Town recognizes the need for affordable housing.

In September, a Joint Boards meeting was held with members of the Board of Selectmen, the Community Preservation Committee, the Planning Board, and members of the public. The meeting reviewed Stow's recent experiences with affordable housing projects proposals and discussed and formulated a plan to turn good intentions into tangible progress towards the state's 10% affordability target. The group identified alternative approaches to add units to the commonwealth's Subsidized Housing Inventory, and the Trust intends to proceed in 2018 with bringing these alternatives to the citizens of Stow for consideration.

Respectfully submitted,

Michael Kopczynski, Chair  
Quince Papanastassiou  
Cynthia Perkins

James Salvie, Selectman  
Trish Settles  
Laura Spear, Vice Chair

## **OUR HERITAGE**

### **Ancient Documents Committee**

The Ancient Documents Committee was established by town meeting vote, March 8, 1973. “On motion of Town Clerk Francis Warren, it was unanimously voted to establish the Ancient Documents Committee of five persons, one of whom shall be the Town Clerk, to assist the Town Clerk in the acquisition, preservation, indexing and care of all Town records, both current and ancient, such members to be appointed by the Moderator, with the approval of the Town Clerk, for terms of one, two, three, four and five years, and thereafter for terms of five years respectively.”

In 2017, town meeting approved eighty-five thousand dollars (\$85,000) of Community Preservation Act funds for the second phase of the document preservation project. The first phase was voted in 2016 and preserved and digitized numerous annual reports, several vital record ledgers and some Board of Selectmen minutes. The second phase will conserve, digitize and microfilm some of the town’s older records. The list includes warnings out, 1700s; town records, 1700s-1900s; treasury records, 1700s-1800s; selectmen minutes, 1950s-1970s; town reports, 1800s-1900s.

The committee’s ongoing projects include inventorying the vault, sorting through materials that are donated, and creating databases. This work is truly a labor of love and it is done by dedicated volunteers Bob Walrath, Dot Spaulding, Bill Byron, Liz Moseley, Marilyn Zavorski, Rosemary Bawn, and Lew Halprin. Thank you to all of you for your dedication to the preservation of Stow’s history.

Respectfully submitted,

Linda Hathaway, Town Clerk

### **HISTORICAL COMMISSION**

In 2017 the Stow Historical Commission continued its mission to preserve the historical assets of Stow. The SHC set up information tables, including old black & white photos of early Stow, at both the Pompositticut Community Center/Stow Fire Station Open House in February and Springfest in May. In February the Randall Library Director, Melissa Fournier, made a presentation seeking approval for the warrant article for restoration of the upstairs original library rooms. An agreeable motion to proceed forward with the library restoration was eventually approved. In March member Vellyn Antonelli resigned, and the SHC thanked her for her years of service. Associate member, Andy Crosby, appeared before the Stow Selectmen in April and was termed the SHC fifth member. The Taylor Mill Bridge came under scrutiny when the MA DOT sent the town a notice that the old bridge needed extensive repair. The SHC provided copies of the pages in Stow Historic House Inventory stating that the bridge was

STW.906 in the Inventory and was designated as an historic landmark. On May 7, 2017 the SHC co-sponsored a Freedom's Way National Heritage Area Hidden Treasure by highlighting Stow's Carver Hill. In May the Public Archaeology Survey Team delivered two copies of the completed Stow Historic House Inventory. Extra copies were made and distributed to the Planning Board and the Randall Library. On May 11, 2017 John Makey, former SHC Chair, died and the SHC began receiving memorial donations in his name. The Commission is still discussing an appropriate memorial. Bids went out for the library restoration project obliging the SHC and SHS to undertake the removal and storage of all historic artifacts housed in the Whitney Historical Room. In June at a duly recorded SHC meeting, Artex Fine Art Services in Boston was selected and later contracted for the packing up and storage and then the returning of the artifacts after the restoration work. The storage of some remaining artifacts continued throughout the summer months. Before and after the September program at West School entitled "Heroines on the Homefront" and presented by Nancy Bell, the SHC set up a table to showcase the new Historic House Plaque Program featuring plaques painted by Ould Colony Artisans. We also displayed the new Stow Historic House Inventory binders. On October 11 the Gleasondale Neighborhood Area Subcommittee, in connection with SHC, arranged a meeting led by Chris Skelly of the MA Historic Commission on preserving historic neighborhoods. In November SHC associate member, Margaret Barry, resigned and moved out of the area. We thank Margaret for her service. In December the SHC made note that this year 10 antique houses in Stow added historic plaques to their façades.

Respectfully submitted,  
Dorothy Spaulding, Chair  
Rosemary Bawn, Secretary  
Andy Crosby  
Patrick Hopkins

Marilyn Zavorski  
Lew Halprin, Associate, Treasurer  
Barbara Clancy, Associate

## TOWN CLERK

There are 73 chapters and 451 statutes of the Massachusetts General Laws that direct the town clerk's duties. The town clerk also follows the town's bylaws and the Town Charter.

The town clerk interacts with all of Stow's town boards, as well as, several state agencies on a regular basis. Since 2010, the clerks have been responsible for implementing the Open Meeting Law and the Ethics Law requirements. Every municipal employee and official must receive a summary of the Ethics Law annually and provide the clerk with documentation that he/she has received the summary. Every other year municipal employees and officials must take an online educational training and provide a certificate of completion to the town clerk. All of this paper work is retained for a minimum of six years. The town clerk's office is also the Town's Records Access Officer and tracks the public information requests.

In addition to elections with voter registrations, nomination papers, petitions and campaign finance reporting, the town clerk's office is responsible for dog licensing, maintaining vital records (birth, marriage, death), business certificates, raffle permits, administering the oath of office to all elected and appointed officials, filings for the Planning Board and Zoning Board of Appeals, fuel storage tank registrations, annual town census, collection of fines (parking, dog, and marijuana violations), preservation of permanent records, town meeting setup, recording town meeting minutes, scheduling the use of the town common sign and town hall. The town clerk is also a member of the Board of Registrars of Voters.

Volunteers are an integral part of the office. Several volunteers assist with census preparations, mailings and document filing. Several others help prepare and break down for elections and town meetings. I am extremely grateful for the work all of these volunteers do!

Finally, I want to thank the dedicated town clerk's office staff, assistant town clerks Kay Desmond and Debbie Seith. Congratulations to Kay on being the assistant town clerk for 48 years. My grandfather, Town Clerk Frannie Warren appointed Kay in 1970.

2017 VITAL RECORDS	
BIRTHS	62
MARRIAGES	7
DEATHS	36

*\*Individual vital record listings are omitted as a security precaution to deter identity theft.*

TOWN CLERK 2017 FINANCIAL TRANSACTIONS	
FEES COLLECTED	
Vital record copies, bylaws, maps, etc	4,496.55
Fines, bylaw violations, late fees	1,620.00
Business Certificate filings	680.00
Raffle permit	20.00
Dog Licenses	11,256.87
Kennel Licenses	645.00
TOTAL FEES COLLECTED	\$18,718.42

**ANNUAL TOWN MEETING  
MAY 1 & 2, 2017**

Pursuant to the Selectmen's warrant of April 11, 2017, posted by the Constable on April 21, 2017, the annual town meeting opened on May 1st at 7:04 p.m. in Hugh Mill Auditorium at Hale School by Moderator David Walrath.

The meeting rose to recite the *Pledge of Allegiance to the Flag* led by Mr. Walrath. Town officials were introduced: Selectmen, Town Clerk, Town Counsel, Town Administrator, Finance Committee, Capital Planning Committee and others. Non-voters who may be heard were approved. At the request of Mr. Walrath, Laura Spear was unanimously approved as Deputy Moderator. Mr. Walrath recognized several persons who have served the Town in various capacities and are retiring or not seeking re-election.

On motion of Selectman James Salvie, it was voted unanimously that the reading of the warrant and return of the constable thereon be waived but made a part of the record of this meeting, and that the Moderator be permitted to refer to each article by subject matter instead of reading each article in its entirety. (This vote was taken at the beginning of the second session on May 2nd.)

**ARTICLE 1. Reports of the Selectmen and Other Officers and Committees**

On motion of Selectman James Salvie, it was voted unanimously that the reports of the Selectmen and other Officers and Committees of the Town be accepted as printed in the 2016 Annual Town Report.

**ARTICLE 2. Reports of Special Committees**

On motion of Selectman Brian Burke, it was voted unanimously that the reports of special committees be accepted as written in the 2016 Annual Town Report.

**ARTICLE 3. Wage and Salary Schedules for Fiscal Year 2018**

On motion of Selectman Donald Hawkes, it was voted unanimously to amend Article 11 of the General Bylaws of the Town, Personnel Administration, by deleting from Section 20.h. the existing salary Schedules A, B, C, D and E, and inserting in place thereof new Schedules A, B, C, D, E, F and G as printed in the warrant.

The Finance Committee recommended approval.

**TOWN OF STOW  
WAGE & SALARY SCHEDULES  
*Effective July 1, 2017 (2%)***

**SCHEDULE A  
ANNUAL RATE POSITIONS**

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Asst. Assessor	44,255	46,883	49,640	52,395	55,153
Asst. Facility Mgr.	49,725	52,654	55,926	59,065	62,088
Asst. Treasurer-Collector	44,255	46,883	49,640	52,395	55,153
Building Commissioner	58,901	62,580	66,261	69,943	73,627

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Board of Health Office Admin.	44,255	46,883	49,640	52,395	55,153
Cemetery Supt.	52,395	55,508	58,772	62,034	65,297
Conservation Comm. Coordinator	55,775	59,119	62,667	65,953	69,103
Council on Aging Executive Director	55,994	59,322	62,816	66,300	69,913
Librarian	44,255	46,883	49,640	52,395	55,153
Library Director	56,049	59,553	63,054	66,565	70,063
Assistant Planner	50,369	53,361	56,501	59,635	62,777
Town Planner	67,405	71,082	74,760	78,438	82,117
Police Lieutenant	77,115	82,934	87,300	91,665	94,574
Principal Assessor	58,645	62,349	66,012	69,687	73,326
Recreation Director	44,255	46,883	49,640	52,395	55,153
Selectmen/Town Administrator Asst.	44,255	46,883	49,640	52,395	55,153
Supt. of Streets	76,256	81,023	85,790	90,554	95,324
Town Clerk	61,083	64,246	67,408	70,573	74,269
Treasurer-Collector	60,169	63,931	67,691	71,451	75,212

**SCHEDULE B**  
**HOURLY RATE POSITIONS**

**GROUP A**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Cemetery Worker	13.27	14.33	15.60	16.76	17.90
Council on Aging Driver	13.15	13.88	15.07	16.19	17.29
Custodian	13.83	14.90	16.09	17.21	18.31
Library Page	13.15	13.88	15.07	16.19	17.29
Parks & Commons Worker	13.15	13.88	15.07	16.19	17.29

**GROUP B**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Asst. Town Clerk	18.87	20.33	21.84	23.67	25.42
Building Dept. Secretary	15.71	16.89	18.18	19.67	21.15
Council on Aging Driver/Dispatcher	14.54	15.61	16.79	18.22	19.56
Financial Clerk	14.54	15.61	16.79	18.22	19.56
Fire Dept. Secretary	14.54	15.61	16.79	18.22	19.56

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Library Aide	14.54	15.61	16.79	18.22	19.56
Recreation Comm. Secretary	14.54	15.61	16.79	18.22	19.56
Town Clerk Clerical Assistant	14.54	15.61	16.79	18.22	19.56

**GROUP C**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Accountant's Clerk	15.61	17.05	18.37	19.79	21.15
Assessors' Clerk	15.61	17.05	18.37	19.79	21.15
Asst. Cemetery Superintendent	15.61	17.05	18.37	19.79	21.15
Asst. Librarian	15.61	17.05	18.37	19.79	21.15
Bd. of Appeals Secretary	19.85	21.64	23.33	25.12	26.84
Board of Health Office Assistant	15.61	17.05	18.37	19.79	21.15
Community Preservation Comm. Secretary	15.61	17.05	18.37	19.79	21.15
Conservation Comm. Secretary	15.61	17.05	18.37	19.79	21.15
Council on Aging Outreach Coordinator	18.81	20.48	22.10	24.32	25.43
Council on Aging Outreach Worker	17.43	18.97	20.47	22.05	23.55
Finance Committee Secretary	15.61	17.05	18.37	19.79	21.15
Financial Clerk II	15.61	17.05	18.37	19.79	21.15
Highway Dept. Secretary	18.75	20.43	22.05	23.74	25.36
Highway/Tree/Grounds Worker	15.61	17.05	18.37	19.79	21.15
ITAC Committee Secretary	15.61	17.05	18.37	19.79	21.15
Office Assistant	15.61	17.05	18.37	19.79	21.15
Payroll Coordinator	22.60	23.95	25.36	26.76	28.17
Planning Board Secretary	15.61	17.05	18.37	19.79	21.15
Recreation Asst.	15.61	17.05	18.37	19.79	21.15
Selectmen/Town Admin. Secretary	18.87	20.33	21.84	23.67	25.42
Town Secretary	15.61	17.05	18.37	19.79	21.15

**GROUP D**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Building Dept. Admin. Assistant	19.37	20.59	21.80	22.97	24.16
Community Preservation Assistant	19.37	20.59	21.80	22.97	24.16
Conservation Asst.	19.37	20.59	21.80	22.97	24.16
Council on Aging Front Desk Coord.	19.37	20.59	21.80	22.97	24.16
Financial Assistant	19.37	20.59	21.80	22.97	24.16
Fire Department Administrative Asst	19.37	20.59	21.80	22.97	24.16
Highway/Tree/ Grounds Driver- Laborer	19.37	20.59	21.80	22.97	24.16
Planning Dept. Administrative Asst	19.37	20.59	21.80	22.97	24.16
Police Chief Secretary	19.37	20.59	21.80	22.97	24.16

**GROUP E**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Highway Dept. Equipment Operator	21.14	22.44	23.77	25.10	26.40
Tree Worker (Moth)	21.14	22.44	23.77	25.10	26.40
Maintenance Person	21.14	22.44	23.77	25.10	26.40

**GROUP F**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Highway Dept. Mechanic	24.43	25.85	27.26	28.89	30.62
Crew Chief	23.31	24.65	26.24	27.66	29.12

**GROUP G**

<b><u>Position Title</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>	<b><u>Step 3</u></b>	<b><u>Maximum</u></b>
Asst. Supt. of Streets	27.40	29.11	30.80	32.50	34.21



<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Highway Dept. Foreman	24.88	26.45	27.98	29.56	31.07
Children's Librarian	23.70	25.20	26.65	28.11	29.61
IT Director	23.70	25.20	26.65	28.11	29.61
Social Director	29.58	31.11	32.64	34.17	35.70

**SCHEDULE C**  
**SINGLE RATE POSITIONS PAID ANNUALLY**

<u>Position Title</u>	<u>Salary</u>
Animal Inspector	1,530.00
Assistant Registrar of Voters	302.00
Registrar of Voters	151.00
Tree Warden	6,232.00
Veterans' Service Officer	2,088.00

**SCHEDULE D**  
**SINGLE RATE POSITIONS PAID HOURLY**

<u>Position Title</u>	<u>Hourly Rate</u>
Apprentice Firefighter (call)	15.48
Assistant Counselor	11.00
Assistant Swim Instructor	11.00
Auxiliary Police Officer	16.14
Beach Checker	11.00
Camp Stow Director	18.36
COA Substitute Van Driver	15.05
COA Substitute Van Driver CDL	17.29
Dispatcher, part-time	20.57
Election Clerical Assistance	11.00
Election Clerk	15.00
Election Teller	11.00
Election Warden	15.00
Emergency Medical Technician (call)	17.70
EMT – w/Defib & Epi Pen (call)	19.32
Firefighter (call)	17.70
Firefighter/EMT – w/Defib & Epi Pen (call)	20.12
Firefighter/EMT (call)	18.50
Head Counselor	12.24
Junior Lifeguard	11.00
Senior Lifeguard	12.24
Officers – Fire or Medical (call)	21.76
Per Diem Firefighter (call)	15.98
Police Matron	21.83

<b><u>Position Title</u></b>	<b><u>Hourly Rate</u></b>
Police Officer – part-time	24.76
Recreation Maintenance Person	15.30
Stow Community Park Drop-in Counselor	12.24
Street Lister	11.11
Street Listing Clerk	11.11
Street Numberer	11.11
Town Engineer	34.21
Waterfront Director	15.30
WSI Swim Instructor/Lifeguard	14.48

**SCHEDULE E**  
**FIRE DEPARTMENT ANNUAL SINGLE RATES**

<b><u>Position Title</u></b>	<b><u>Salary</u></b>
Deputy Fire Chief (call)	1,091.00
EMS Assistant Coordinator	365.00
EMS Quartermaster	293.00
EMS Records Coordinator	436.00
EMS Schedule Coordinator	219.00
Fire Captain (call)	726.00
Fire Engineer	946.00
Fire Lieutenant (call)	582.00
Fire Medical Officer	436.00

**SCHEDULE F**  
**FEE RATE POSITIONS**

<b><u>Position Title</u></b>	<b><u>Salary</u></b>
Wire Inspector	90% of fees collected
Deputy Wire Inspector	90% of fees collected
Gas Inspector	90% of fees collected
Assistant Gas Inspector	90% of fees collected
Animal Disposal Officer	\$10 per animal
Sealer of Weights & Measures	Total fees collected

At this point in the meeting, Finance Committee chair Peter McManus presented an overview of the Town's financial situation. A Proposition 2-1/2 override question on the election ballot is not necessary as the proposed operating budget is within the levy limit. The capital expenditure requests can be financed within the levy limit or with available funds. He reminded that 90% of revenue is derived from the property tax.

#### **ARTICLE 4. General Budget for Fiscal Year 2018**

Selectman Ingeborg Hegemann moved to raise and appropriate the sum of \$26,973,812, as recommended by the Town Administrator and Selectmen for Items 1 through 78 inclusive, as printed in the warrant under the column entitled "*FY2018 Budget Town Admin/Selectmen Recommended*", each item to be considered a separate appropriation for the purposes designated and the same to be expended only for such purposes.

Moderator Walrath read off each group of line items. Several items were held for questions and/or clarification.

Line item 31: Municipal Buildings & Property Wages –On the question of the increase over FY2017, it is due to maintenance of the Community Center/Fire Station and the addition of a Facility Manager, who also serves as Assistant Building Inspector.. When put to a vote, the sum of \$125,573 was unanimously approved.

Line item 56. Council on Aging Wages – Question was asked concerning the reason for the difference between the department request and the recommended amount. It was felt the Council could operate within the amount recommended. The sum of \$146,399.00 was unanimously approved.

Line item 74: Nashoba Regional School District Assessment – Following discussion, the sum of \$17,188,374.00 was voted unanimously.

Line item 75: Minuteman Vocational-Technical Assessment – Asst. Supt. Kevin Mahoney spoke of the transition of the district membership from sixteen to ten towns. The sum of \$630,999.00 was voted unanimously.

The Finance Committee recommended approval.

The FY2018 general budget totaling \$26,973,812.00 was unanimously approved.

#### General Government

1	Moderator Salary	\$ 44.00
2	Moderator Expenses	46.00
3	Selectmen Office Wages	79,058.00
4	Selectmen Office Expenses	9,689.00
5	Town Administrator Salary	134,516.00
6	Town Administrator Expenses	500.00
7	Finance Committee Wages	4,416.00
8	Finance Committee Expenses	700.00
9	Town Accountant Salary	54,220.00
10	Town Accountant Clerk Salary	1,845.00
11	Town Accountant Expenses	5,275.00
12	Principal Assessor Salary	67,651.00
13	Assessors' Clerical Wages	74,992.00
14	Assessors' Expenses	9,800.00
15	Treasurer-Collector Salary	75,212.00
16	Treasurer-Collector Clerical Wages	77,917.00
17	Treasurer-Collector Expenses	40,000.00
18	Information Technology Clerical Wages	38,643.00

19	Information Technology Expenses	166,217.00
20	Town Clerk Salary	70,573.00
21	Town Clerk Other Wages	53,720.00
22	Town Clerk Expenses	13,531.00
23	Conservation Coordinator	69,103.00
24	Conservation Commission Clerical Wages	30,262.00
25	Conservation Commission Expenses	4,950.00
26	Town Planner	74,760.00
27	Planning Board Clerical Wages	72,626.00
28	Planning Board Expenses	6,300.00
29	Board of Appeals Clerical Wages	8,015.00
30	Board of Appeals Expenses	2,890.00
31	Municipal Buildings & Property Wages	125,573.00
32	Municipal Buildings & Property Expenses	153,000.00
33	Town Reports Expenses	<u>8,750.00</u>
	General Government Total	\$1,534,794.00

Public Safety

34	Police Chief Salary	\$ 120,554.00
35	Police & Dispatch Wages	1,294,819.00
36	Police & Dispatch Expenses	105,524.00
37	Fire Chief Salary	103,158.00
38	Fire and EMS Wages	571,091.00
39	Fire and EMS Expenses	79,900.00
40	Building Inspector Salary	73,627.00
41	Building Department Clerical Wages	47,450.00
42	Building Department Expenses	<u>7,075.00</u>
	Public Safety Total	\$ 2,403,198.00

Public Works and Facilities

43	Supt. of Streets Salary	\$ 95,325.00
44	Highway & Grounds Wages	528,267.00
45	Highway & Grounds Expenses	127,750.00
46	Snow & Ice Removal Expense	165,000.00
47	Municipal Lighting	10,000.00
48	Gasoline & Diesel Fuel Expense	65,000.00
49	Cemetery Superintendent Salary	62,034.00
50	Cemetery Salary & Wages	39,091.00
51	Cemetery Expenses	<u>9,500.00</u>
	Public Works and Facilities Total	\$ 1,101,967.00

Human Services

52	Health Administrative Assistant	\$ 55,153.00
53	Health Department Wages	58,033.00
54	Health Department Expenses	6,480.00
55	Council on Aging Executive Director Salary	69,913.00
56	Council on Aging Wages	146,399.00
57	Council on Aging Expenses	12,948.00
58	Veterans' Service Officer Salary	2,088.00
59	Veterans' Service Officer Expenses	300.00
	Human Services Total	\$ 351,314.00

Culture and Recreation

60	Library Director Salary	\$ 70,063.00
61	Library Wages	113,702.00
62	Library Expenses	72,426.00
63	Recreation Director Wages	55,153.00
64	Recreation Wages	9,960.00
65	Recreation Expenses	23,550.00
66	Lake Boon Commission Wages	5,000.00
67	Lake Boon Commission Expenses	1,500.00
68	Historical Commission Expenses	1,200.00
69	Memorial Day Expenses	900.00
70	Lighting of Clock Expenses	100.00
	Culture and Recreation Total	\$ 353,554.00

Town-Wide Expenses

71	Group Insurance	\$ 845,300.00
72	Insurance and Bonds	179,834.00
73	Telephone	32,000.00
	Town-Wide Expenses Total	\$ 1,057,134.00

Education

74	Nashoba Regional School District Assessment	\$17,188,374.00
75	Minuteman Voc-Tech Assessment	630,999.00
	Education Total	\$17,819,373.00

Debt Service

76	Maturing Principal – Long-Term Debt	\$ 1,571,000.00
77	Interest, Long-Term Debt - Bonds	780,478.00
78	Interest, Temporary Loans - Revenue	<u>1,000.00</u>
	Debt Service Total	\$ 2,352,478.00

TOTAL GENERAL BUDGET.....\$26,973,812.00

**CONSENT CALENDAR**

On motion of Selectman Thomas Ryan, it was voted by majority to take action on Articles 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 19, 20, 21, 24, 25, 26, 29 and 30 as said motions are printed in the Consent Calendar, a copy of which has been provided to the voters at this meeting, without debate on any such articles, and provided that upon the request of any voter at this meeting made before the vote is taken on this motion, an article shall be dropped from the Consent Calendar and shall be acted upon in the ordinary course and order of business at this Town Meeting.

Articles 14, 17, 29 and 30 were dropped from the Consent Calendar at the request of voters. The Finance Committee recommended approval of the articles within the Consent Calendar.

**ARTICLE 5. Reserve Fund**

Voted to raise and appropriate the sum of \$70,000 for a Reserve Fund for the fiscal year beginning July 1, 2017.

**ARTICLE 6. Revolving Fund for Inspection Fees**

Voted to authorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Mass. General Laws Chapter 44, Section 53E-1/2 for FY2018, to which shall be credited all permitting fees received for wire, gas, plumbing and fire alarm permits and for weights and measures sealing, to a limit of \$40,000 for FY2018, to be expended by the Selectmen without further appropriation, for the purpose of payment of fees to the inspectors administering such permits and reimbursements of expenses incurred on behalf of the Town.

**ARTICLE 7. Revolving Fund for Advanced Life Support Services**

Voted to authorize, upon the recommendation of the Selectmen, the establishment of a revolving fund pursuant to Mass. General Laws Chapter 44, Section 53E-1/2 for FY2018, to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of \$100,000 for FY2018, to be expended by the Fire Department without further appropriation, for the purpose of payment of all costs associated with providing advanced life support ambulance services.

**ARTICLE 8 SwiftReach 911 Notification System**

Voted to raise and appropriate the sum of \$3,600, to be expended under the direction of the Chief of Police, for the purpose of paying for a town-wide telephonic notification system known as SwiftReach Networks.

**ARTICLE 9. Weights and Measures Testing**

Voted to raise and appropriate the sum of \$1,000 for the purpose of funding the Town's weights and measures testing.

**ARTICLE 10. Transfer to Conservation Fund**

Voted to appropriate and transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of \$2,784 to be expended by the Conservation Commission.

**ARTICLE 11. Transfer from Wetlands Protection Fund**

Voted to appropriate and transfer from the Wetlands Protection Fund the sum of \$4,310 as an additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act.

**ARTICLE 12. Addition to Conservation Fund**

Voted to raise and appropriate the sum of \$5,000 to be added to the balance remaining in the Conservation Fund.

**ARTICLE 13. Update of Property Valuations**

Voted to raise and appropriate the sum of \$23,985, to be added to the balance previously appropriated for the purpose of updating property valuations in the Town to full and fair cash value, to be expended by the Assessors.

**ARTICLE 15. Town Records Binding and Repair**

Voted to raise and appropriate the sum of \$200, to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with M.G.L. Chapter 66, Section 9; to be expended by the Town Clerk.

**ARTICLE 16. Highway Road Machinery and Private Ways**

Voted to raise and appropriate the sums of money for Highway Department purposes as set forth in the schedule below:

- |                                   |             |
|-----------------------------------|-------------|
| 1. For the Road Machinery Account | \$53,072.00 |
| 2. For Repairs on Private Ways    | \$15,000.00 |

**ARTICLE 18. Household Hazardous Waste Disposal**

Voted to raise and appropriate \$7,000 to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing for recycling of hazardous material and household hazardous waste collection by membership of the Devens Regional Household Hazardous Products Collection Center.

**ARTICLE 19. Stow Cultural Council**

Voted to raise and appropriate the sum of \$3,500, to be added to any balance remaining from previous appropriations, to produce cultural activities and programming in Stow, including \$2,000 of these funds to be used to support Springfest activities

**ARTICLE 20. Holiday Decorations and Lighting Fund**

Voted to raise and appropriate the sum of \$4,000 to be expended by the Highway Department for the purpose of purchasing and installing holiday decorations and lights on municipal properties.

**ARTICLE 21. Employee Educational Incentive Program**

Voted to raise and appropriate the sum of \$130,000, to be added to any balance remaining from any previous appropriation, to be expended under the direction of the Town Administrator, for funding the Town's employee educational incentive program.

**ARTICLE 22. Audit of Financial Records**

Voted to raise and appropriate the sum of \$11,900 for a Town financial audit.

**ARTICLE 23. OPEB (Other Post Employment Benefits) Account**

Voted to appropriate and transfer from the Overlay Surplus account to the OPEB account \$50,000, for the purpose of accruing reserve funds to reduce the Town's unfunded liability in meeting its financial obligations in providing health care benefits to its retirees.

**ARTICLE 24. Transfer from Harvard Acres Well Loan Receipts**

Voted to appropriate and transfer from MWPAT (Harvard Acres Wells) Receipts \$55,791, as additional appropriation to the Debt Service line item, to be expended by the Treasurer-Collector, for the purpose of repayment of the MWPAT loan.

**ARTICLE 25. Water System Expenses**

Voted to raise and appropriate the sum of \$15,000, to be added to any balance remaining from previous appropriations, to be expended by the Facility Manager, for the purpose of paying expenses related to the operation of the Town's public water system.

**ARTICLE 26. Lake Boon Water Quality Remediation**

Voted to appropriate and transfer from Free Cash the sum of \$15,000, to be expended under the direction of the Lake Boon Commission, for the purpose of weed control.

**ARTICLE 27. Construction and Maintenance of Water Holes for Firefighting Operations**

Voted to raise and appropriate \$5,000 to be added to any balance remaining and previously appropriated for construction and maintenance of water holes and cisterns, to be expended under the direction of the Fire Chief, for the purpose of constructing and maintaining water holes, cisterns and hydrants to support firefighting operations.

**ARTICLE 28. Planning Board Engineering/Consulting and Master Plan Expenses**

Voted to raise and appropriate the sum of \$10,000, to be added to any balance remaining and previously appropriated for this purpose, to be expended by the Planning Board for Planning Board engineering/consulting services and Master Plan expenses.

=====End of Consent Calendar=====

**ARTICLE 14. Senior Tax Relief**

On motion of Selectman Thomas Ryan, it was voted unanimously to accept the provisions of Section 4 of Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, and further to act under the aforesaid statutes to increase by 100 percent the amount of property tax exemptions granted to persons who qualify for said exemption under clauses 17, 17C, 17D, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B and 41C of Section 5 of Chapter 59 of the Mass. General Laws and Acts and amendments thereof or additions thereto, for Fiscal Year 2018.

The Finance Committee recommended approval.

**ARTICLE 17. Highway Road Construction**

On motion of Selectman Thomas Ryan, it was voted unanimously to appropriate and borrow the sums of \$283,592 from the FY16 Apportionment, \$284,835 from the FY17 Apportionment and \$284,084 from the FY18 Apportionment, or any other sums, for construction, reconstruction and/or improvements to Town roads, as requested by the Board of Selectmen, to be reimbursed by the Commonwealth.

The Finance Committee recommended approval.



#### **ARTICLE 29. Community Preservation Expenses**

On motion of Selectman Thomas Ryan, it was voted unanimously to appropriate from Fiscal Year 2018 Community Preservation Fund Annual Revenues the sum of \$34,000, to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with the provision of Mass. General Laws Chapter 44B, the Community Preservation Act, including but not limited to office supplies, clerical assistance, property surveys, appraisals, attorney's fees and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2018, in accordance with a budget to be prepared for the Town Administrator.

The Finance Committee recommended approval.

#### **ARTICLE 30. Community Preservation Reserves**

Voted to reserve for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Act Surcharge and the State Trust Fund Distribution and collected from Fiscal Year 2018 Community Preservation Fund Annual Revenues, for 10-percent allocation to reserve accounts in accordance with the provision of Mass. General Laws Chapter 44B, the Community Preservation Act, for the undertaking of Community Preservation projects.

- |                                       |          |
|---------------------------------------|----------|
| 1. Preservation of Historic Resources | \$70,000 |
| 2. Preservation of Open Spaces        | \$70,000 |
| 3. Affordable Housing                 | \$70,000 |

The Finance Committee recommended approval.

#### **ARTICLE 31. Capital Requests**

On motion of Selectman James Salvie, it was voted unanimously to discuss the items of this article individually and vote upon each separately as to the amount to be appropriated for each item, as set forth in separate motions proposed.

##### **ARTICLE 31-1. Purchase of Ambulance**

On motion of Selectman Brian Burke, it was voted unanimously to appropriate and transfer from Free Cash the sum of \$285,000 to purchase a new ambulance for the Fire Department.

The Finance Committee and Capital Planning Committee recommended approval.

##### **ARTICLE 31-2. Purchase of Cruiser**

On motion of Selectman Donald Hawkes, it was voted unanimously to raise and appropriate the sum of \$48,359 to purchase a new cruiser for the Police Department.

The Finance Committee and Capital Planning Committee recommended approval.

##### **ARTICLE 31-3. Purchase of Two One-Ton Dump Trucks**

On motion of Selectman Ingeborg Hegemann, it was voted unanimously to appropriate and transfer from Free Cash the sum of \$100,000 to purchase two one-ton dump trucks.

The Finance Committee and Capital Planning Committee recommended approval.

**ARTICLE 31-4. Forest Road Reconstruction**

Selectman Thomas Ryan moved the Town vote to appropriate and transfer from Free Cash the sum of \$35,000 for the reconstruction of Forest Road by the Highway Department.

Residents of the road felt reconstruction could be deferred as the road surface was not in poor condition. Supt. of Streets Michael Clayton agreed the work could wait. When put to a vote, the motion DID NOT CARRY.

The Finance Committee and Capital Planning Committee had recommended approval.

**ARTICLE 31-5. Hillcrest Avenue Reconstruction**

On motion of Selectman James Salvie, it was voted unanimously to appropriate and transfer from Free Cash the sum of \$25,000 for the reconstruction of Hillcrest Avenue by the Highway Department.

The Finance Committee and Capital Planning Committee recommended approval.

**ARTICLE 31-6. Complete Streets Engineering**

On motion of Selectman Brian Burke, it was voted by majority to raise and appropriate the sum of \$50,000 for Complete Streets Engineering.

The Finance Committee and Capital Planning Committee recommended approval.

**ARTICLE 31-7. Town Building Improvements – Sprinkler Repair**

On motion of Selectman Donald Hawkes, it was voted unanimously to appropriate and transfer from Overlay Surplus the sum of \$16,000 for repairs to sprinklers at Town Building.

The Finance Committee and Capital Planning Committee recommended approval.

**ARTICLE 31-8. Town Building Improvements – Lower Level Build-Out**

On motion of Selectman Ingeborg Hegemann, it was voted unanimously to appropriate and transfer from Overlay Surplus the sum of \$15,000 to build out the lower level at Town Building.

The Finance Committee and Capital Planning Committee recommended approval.

**ARTICLE 31-9. Vote Tabulators and Ballot Boxes**

On motion of Selectman Thomas Ryan, it was voted unanimously to raise and appropriate the sum of \$15,000 to purchase vote tabulators and ballot boxes.

The Finance Committee and Capital Planning Committee recommended approval.

**ARTICLE 31-10. Center School Flooring Repairs**

On motion of Selectman James Salvie, it was voted unanimously to appropriate and transfer from Overlay Surplus the sum of \$12,000 for flooring repairs at Center School.

The Finance Committee and Capital Planning Committee recommended approval.

**ARTICLE 31-11. Hale School Boiler Repairs**

On motion of Selectman Brian Burke, it was voted unanimously to raise and appropriate the sum of \$20,000 for boiler repairs at Hale School.

The Finance Committee and Capital Planning Committee recommended approval.

**ARTICLE 31-12. Stow TV Video Mixer**

On motion of Selectman Donald Hawkes, it was voted unanimously to appropriate and transfer from the Public, Educational and Governmental (PEG) Access and Cable-Related Fund to the Local Access Channel Advisory Committee (LACAC) Expense Account the sum of \$12,000 to purchase a video mixer.

The Finance Committee and Capital Planning Committee recommended approval.

**ARTICLE 31-13. Stow TV Robotic Cameras at Stow Community Center**

On motion of Selectman Ingeborg Hegemann, it was voted unanimously to appropriate and transfer from the Public, Educational and Governmental (PEG) Access and Cable-Related Fund to the Local Access Channel Advisory Committee (LACAC) Expense Account the sum of \$19,500 to purchase robotic cameras for the Stow Community Center.

The Finance Committee and Capital Planning Committee recommended approval.

**ARTICLE 32. Assabet Regional Technical School Assessment for Fiscal 2018**

On motion of Selectman Thomas Ryan, it was voted unanimously to raise and appropriate the sum of \$16,464 for the purpose of paying the FY2018 Assabet Regional Technical School assessment for the attendance of one Stow student.

The Finance Committee recommended approval.

**ARTICLE 33. Transfer of Funds to Replace Police Station HVAC System**

On motion of Selectman James Salvie, it was voted unanimously to appropriate and transfer from the following Annual Town Meetings

May 5, 2014 – Capital Request Article 34-1 Painting Old highway Barn	\$39,723
May 7, 2012 – Capital Request Article 32-2 Town Hall Exterior Painting & Repairs	10,613
May 4, 2009 – Capital Request Article 34-3 Expansion of Town Bldg. Parking Lot	12,578
May 3, 2010 – Capital Request Article 38-7 Randall Library Slate Roof Repairs	10,000

For total of \$72,914 to be added to the balance of Annual Town Meeting May 5, 2014 – Capital Request Article 34-9 Replace Police Station HVAC and Green Community Funds for the purpose of construction of the replacement Police HVAC System.

The Finance Committee and Capital Planning Committee recommended approval.

**ARTICLE 34. Public Health Nurse**

On motion of Selectman Brian Burke, it was voted unanimously to raise and appropriate the sum of \$7,000 to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing public health nursing services and communicable disease follow-up to Stow residents through the Nashoba Nursing Services.

The Finance Committee recommended approval.

**ARTICLE 35. Economic Development and Industrial Commission (EDIC)**

On motion of Selectman Donald Hawkes, it was voted unanimously to raise and appropriate the sum of \$1,000, to be added to any previous balance, for use by Stow's Economic Development and Industrial Commission.

The Finance Committee recommended approval.

**ARTICLE 36. Shared Housing Services**

On motion of Selectman Ingeborg Hegemann, it was voted unanimously to raise and appropriate the sum of \$12,000 to be expended by the Stow Municipal Affordable Housing Trust or the Board of Selectmen for the purposes of contracting with the Town of Hudson or with other nearby communities for the purposes of procuring affordable housing-related services regionally, including but not limited to monitoring services for the benefit of Stow residents.

The Finance Committee recommended approval.

**ARTICLE 37. Veterans' Benefits for FY2017**

On motion of Selectman Thomas Ryan, it was voted unanimously to appropriate and transfer from the Overlay Surplus Account the sum of \$15,000 to the Veterans' Service Officer's account for the purpose of providing living expenses for qualified veterans throughout the remainder of FY2017.

The Finance Committee recommended approval.

**ARTICLE 38. Veterans' Benefits**

On motion of Selectman James Salvie, it was voted unanimously to raise and appropriate the sum of \$53,400, to be added to any remaining balance, to be expended by the Veterans' Service Officer to provide services to Stow veterans.

The Finance Committee recommended approval.

**ARTICLE 39. Purchase of Two Traffic Analyzers**

On motion of Selectman Brian Burke, it was voted unanimously to raise and appropriate the sum of \$8,500 for the purpose of purchasing two traffic analyzers.

The Finance Committee recommended approval.

**ARTICLE 40. Improvements to Rear Parking Area of Former Crescent Fire Station**

On motion of Selectman Donald Hawkes, it was voted unanimously to raise and appropriate the sum of \$3,000 to be used by the Stow Highway Department for the improvement of a parking area behind the Crescent Street former fire station.

The Finance Committee recommended approval.

**ARTICLE 41. Affordability Safeguard Program Extension**

On motion of Selectman Ingeborg Hegemann, it was voted by two-thirds majority to appropriate and transfer from the Community Preservation Unreserved Fund for Affordable Housing purposes the sum of up to \$200,000, or any lesser sum, to be added to those funds previously appropriated and expended by Stow Municipal Affordable Housing Trust under the direction of the Community Preservation Committee, for the purposes of repairing, buying, selling or renting housing units on the subsidized housing inventory facing foreclosure proceedings consistent with the guidelines set forth in the Stow Community Preservation Plan and as defined in the Massachusetts Community Preservation Act, Massachusetts General Law Chapter 44B, including any and all fees and costs incidental thereto, to ensure continued affordability to eligible low and/or moderate income households as the definition of "low and moderate income households" as defined by the Massachusetts Department of Housing and Community Development.

The Finance Committee and Capital Planning Committee recommended approval.

#### **ARTICLE 42. Support for Development of Affordable Homes**

On motion of Selectman Thomas Ryan, it was voted by majority to appropriate and transfer the sum of \$150,000, or any lesser sum, from the Community Preservation Fund Reserved for Affordable Housing, in accordance with the provisions of Mass. General Laws Ch. 44G. the Community Preservation Act, to be expended by Habitat for Humanity under the direction of the Community Preservation Committee, for activities in support of construction of affordable housing, including but not limited to septic system and well installation, at a parcel of land on Sudbury Road in the Town, shown on the Town of Stow's Assessors' Map U-19 as Parcel 41.

The Finance Committee recommended approval.

#### **ARTICLE 43. Historic Document Preservation Project, Phase II**

On motion of Selectman James Salvie, it was voted unanimously to appropriate and transfer the sum of \$85,000, or any lesser sum, from the Community Preservation Fund Reserved for Historic Preservation purposes, to be expended by the Town Clerk under the direction of the Community Preservation Committee, for the preservation of historic documents in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act for the undertaking of Community Preservation projects.

The Finance Committee and Capital Planning Committee recommended approval.

At this point, Selectman Brian Burke moved that the meeting be adjourned to Tuesday, May 2, 2017 to reconvene at 7:00 p.m. in Hugh Mill Auditorium of Hale School. The vote was unanimous in favor. The meeting was adjourned at 10:23 p.m. to reconvene Tuesday, May 2, 2017 at 7:00 p.m.

### **ANNUAL TOWN MEETING MAY 2, 2017 (Second Session)**

The second session of the Annual Town Meeting was called to order by Moderator David Walrath at 7:02 p.m.

On motion of Selectman James Salvie, it was voted unanimously that the reading of the warrant and return of the constable thereon be waived but made a part of the record of this meeting, and that the Moderator be permitted to refer to each article by subject matter instead of reading each article in its entirety. (This vote was omitted from the May 1st session through error.)

Mark Burrell moved that Article 74 be considered after Article 47. The motion passed by majority vote.

#### **ARTICLE 44. Restoration of Randall Library Second Floor Historic Areas**

On motion of Selectman Brian Burke, it was voted by majority to appropriate and transfer the sum of \$380,000, or any lesser sum, from the Community Preservation Fund Reserved for Historic Preservation purposes to be expended by the Library Restoration Committee under the direction of the Community Preservation Committee for the purposes of the repair and restoration of the Historic Randall Library second floor interior. Restoration repair work will include rehabilitation of the exterior chimney as it affects the interior conditions of the building and restoration.

The Finance Committee, Capital Planning Committee and Selectmen recommended approval.

#### **ARTICLE 45. Purchase of Conservation Restriction on Carver Hill Orchard**

On motion of Selectman Donald Hawkes, it was voted in excess of two-thirds to accept Article 45 as printed in the warrant.

The Finance Committee, Capital Planning Committee and Selectmen recommended approval.

**Voted** that the Town act by and through its Conservation Commission, in accordance with Chapter 40, Section 8C, to appropriate or borrow the sum of \$2,000,000, or any lesser sum, to acquire a Conservation Restriction for agricultural, conservation and passive recreational purposes on land owned by Jean F. Lord Trust, said land being known as Carver Hill Orchard, 66-69 Brookside Avenue, in the Town of Stow, consisting of 77 acres, more or less, shown on Assessors' Map R-22 as Parcel 2B, such restriction to be co-held with the Stow Conservation Trust, and recorded at the Middlesex South Registry of Deeds; and for this purpose to appropriate and transfer \$1,400,000 from the Community Preservation Fund Unreserved Fund Balance, in accordance with provisions of Mass. General Laws Ch. 44B, the Community Preservation Act, which monies may include necessary and incidental expenses for appraisals, surveys, engineering, consulting and legal services; and authorize the Conservation Committee to negotiate, execute, prepare and file all documents or applications, receive gifts and grants, and undertake all actions necessary or appropriate for such purposes; and authorize the Conservation Commission to apply for, obtain and accept any funding available from the state in connection with the so-called Self-Help Act and LAND grant program (MGL Chapter 132A, Section 11), and all rules and regulations, policies or guidelines thereunder; provided that the acquisition herein authorized shall not be made unless and until the Town of Stow has been notified that the purchase has been approved for reimbursement by the appropriate agencies of the state, and/or additional funds received from Stow Conservation Trust, totaling at least \$600,000 of the total purchase price approved by this article.

#### **ARTICLE 46. Purchase of Conservation Restriction on Small Farm**

On motion of Selectman Ingeborg Hegemann, it was voted in excess of two-thirds to accept Article 46 as printed in the warrant.

The Finance Committee, Capital Planning Committee and Selectmen recommended approval.

**Voted** that the Town act by and through its Conservation Commission, in accordance with Chapter 40, Section 8C, to appropriate or borrow the sum of \$300,000, to acquire a Conservation Restriction for agricultural, conservation and passive recreational purposes on land owned by Dwight P. Sipler, said land being known as small farm at 184 Gleasondale Road in the Town of Stow, consisting of 24 acres, more or less, and being shown on as Assessors' Map R-15, Parcel 75, such restriction to be co-held with the Stow Conservation Trust, and recorded at the Middlesex South Registry of Deeds; and for this purpose to appropriate and transfer \$275,000 from the Community Preservation Fund Unreserved Fund Balance, in accordance with the provisions of Mass. General Laws Ch. 44B, the Community Preservation Act, which monies may include necessary and incidental expenses for appraisals, surveys, engineering, consulting and legal services; and authorize the Conservation Commission to negotiate, execute, prepare and file all documents or applications, receive gifts and grants, and undertake all actions necessary or appropriate for such purposes; and to authorize the Conservation Commission to apply for, obtain and accept any funding available from the state in connection with the so-called Self-Help Act and LAND grant program (MGL Chapter 132A, Section 11), and all rules and regulations, policies or guidelines thereunder; provided that the acquisition herein authorized shall not be made unless and until the Town of Stow has been notified that the purchase has been approved for reimbursement by the appropriate agencies of the state, and/or additional funds received from Stow Conservation Trust, totaling at least \$25,000 of the total purchase price approved by this article.

#### **ARTICLE 47. Creation of Community Park at 323 Great Road**

On motion of Selectman Thomas Ryan, it was voted in excess of two-thirds majority to accept Article 47 as printed in the warrant.

The Finance Committee, Capital Planning Committee and Selectmen recommended approval.

**Voted** to appropriate and transfer the sum of \$275,000, or any lesser sum, from the Community Preservation Fund Reserved for Open Space, in accordance with the provisions of Mass. General Laws Ch. 44B, the Community Preservation Act, to be expended by the Recreation Commission, under the direction of the Community Preservation Committee, for the development and creation of a park facility on a portion of the property known as 323 Great Road, shown on Assessors' Map U-10, Parcel 26, owned by the Town of Stow and under the custody and control of the Board of Selectmen, including construction, materials, legal, engineering, permitting, and other costs or fees incidental thereto, and apply for and accept such gifts and grants as may be available for reimbursement to the Town for these purposes.

#### **ARTICLE 74. Petition for Modification of Zoning a Portion of Map R-22, Parcel 2A**

Petitioner Mark Burrell moved that the Town vote to re-zone a portion of the above referenced land from an R/C – Recreation Conservation District to RES – Residential District. The portion to be re-zoned shall be approximately 3.99 acres (173,805 s.f.), which is that portion of Lot 1 currently zoned R/C as shown on the attached plan, allowing for one single-family house to be constructed on the above referenced parcel in accordance with the Town of Stow, Massachusetts Zoning Bylaw. The portion re-zoned shall support one and only one single-family house.

Following a lengthy discussion and a call for the question, which carried, a vote was taken on the motion. Mr. Burrell's motion DID NOT CARRY.

The Finance Committee recommended approval. The Planning Board was not in favor.

*Planning Board Report: The Planning Board held a duly noticed public hearing on April 18, 2017 in the Stow Town Building in consideration of the proposed Citizen Petition to amend the Town Zoning Map at 44 Box Mill Road to change 3.9 acres of land in the Recreation-Conservation District to Residential, as shown as Article 74 in the May 2017 Annual Town Meeting Warrant. The Planning Board does not support passage of the Article at the 2017 Annual Town Meeting.*

*At its meeting of April 18, 2017 Ernest Dodd moved that the Planning Board recommend Town Meeting not pass Article 74 regarding the rezoning of a portion of land from the Recreation-Conservation District to the Residential District at 44 Box Mill Road, Map R-22 Parcel 2A. The Planning Board voted 3-1 in favor (Lori Clark, Ernest Dodd, Margaret Costello – Yea; Steve Quinn – Nay)*

#### **ARTICLE 48. Establish and Transfer to PEG Access and Cable Related Fund**

On motion of Selectman James Salvie, it was voted unanimously to accept General Laws Chapter 44, Section 53F-3/4, which establishes a special revenue fund known as the PEG Access and Cable-Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement; the fund to begin operation for Fiscal Year 2018, which begins on July 1, 2017, and to authorize the Town Accountant to transfer any cable franchise fees and other cable related revenues existing at the beginning of the fiscal year into the PEG Access and Cable Related Fund.

The Finance Committee recommended approval.

#### **ARTICLE 49. Stow TV Expenses**

On motion of Selectman Brian Burke, it was voted unanimously to appropriate and transfer from the PEG Access and Cable-Related Fund the sum of \$185,510 to be expended under the direction of Local Access Channel Advisory Committee (LACAC) for the purpose of providing for equipment and operating expenses for Stow TV.

The Finance Committee recommended approval.

#### **ARTICLE 50. Legal Services**

On motion of Selectman Donald Hawkes, it was voted by majority to raise and appropriate the sum of \$50,000 and appropriate and transfer the sum of \$20,000 from Free Cash, to be added to any balance remaining from any previous appropriation, for the purpose of funding the Town's general Legal Account.

The Finance Committee recommended approval.

#### **ARTICLE 51. Lower Village Traffic Safety Improvements**

On motion of Selectman Ingeborg Hegemann, it was voted in excess of two-thirds to accept Article 51 as printed in the warrant.

The Finance Committee did not recommend approval. The Capital Planning Committee and Selectmen recommended approval

Voted to appropriate \$492,000 to pay the costs of the Town's share of funding the construction work to make roadway safety improvements to a portion of Route 117 in the Lower Village as identified and defined in the plans and specifications developed by the Planning Board, including the payment of administrative expenses and any other incidental costs related thereto; provided, however, that this appropriation shall be contingent upon the award of \$400,000 from Chapter 90 MassDOT Highway Grant funds and \$850,000 from MassDOT MassWorks Infrastructure Grant funds, resulting in a total estimated construction cost of \$1,742,000 for this project, or such lesser amounts as may be sufficient, in the judgment of the Selectmen, to complete this project; however, it is acknowledged that this cost estimate is non-binding and that the actual construction cost shall be determined through the state required public bid process; and, provided further, that an affirmative vote on this article shall be null and void and of no force and effect unless the Town approves by an affirmative vote a ballot question to exempt the amount required to pay the bonds authorized hereunder from the provisions of proposition two and one-half. Any premium, received by the Town upon the sale of any bonds or notes approved by this vote less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

***Note:** The May 9, 2017 Annual Election ballot question to exempt this borrowing from the provisions of proposition two and one-half was approved by affirmative vote.*

#### **ARTICLE 52. Acceptance of Great Road Pedestrian Improvement Easement from Presti Family**

On motion of Selectman Thomas Ryan, it was voted unanimously to accept Article 52 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to raise and appropriate the sum of \$3,000, or accept without charge or cost from Presti Family Limited Partnership, a Massachusetts limited partnership with a



principal place of business at 585 Massachusetts Avenue, Acton, MA 01720, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public, with quit claim covenants, running from east to west over said land located at 92 Great Road, Stow, Massachusetts, and shown more particularly as an encroachment of pedestrian walkway improvements along Great Road on the north and easterly property boundary, shown as permanent easement eight (Parcel PE-8) and temporary easement twenty-two (Parcel TE-22) on sheets 5 and 6 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017" for pedestrian walkway purposes ("Pedestrian Improvement Easement").

**ARTICLE 53. Acceptance of Great Road Pedestrian Improvement Easement from 108 Great Properties, LLC**

On motion of Selectman James Salvie, it was voted unanimously to accept Article 53 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to accept without charge or cost from 108 Great Properties, LLC, a Massachusetts limited liability company with a principal place of business at 1560 Monument Street, Concord, MA 01742, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public, with quit claim covenants, running from east to west over said land located at 108 Great Road, Stow, Massachusetts, and shown more particularly as an encroachment of pedestrian walkway improvements along Great Road on the northern property boundary, shown as permanent easement seven (Parcel PE-7) and temporary easement twenty-one (Parcel TE-21) on sheet 4 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017" for pedestrian walkway purposes ("Pedestrian Improvement Easement").

**ARTICLE 54. Acceptance of Great Road Pedestrian Improvement Easement from 118 Great Properties, LLC**

On motion of Selectman Brian Burke, it was voted unanimously to accept Article 54 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to accept without charge or cost from 118 Great Properties, LLC, a Massachusetts limited liability company with a principal place of business at 69 Great Road, P.O. Box 2350, Acton, MA 01720, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public, with quit claim covenants, running from east to west over said land located at 118 Great Road, Stow, Massachusetts, and shown more particularly as an encroachment of pedestrian walkway improvements along Great Road on the northern property boundary, shown as permanent easement six (Parcel PE-6) and temporary easement twenty (Parcel TE-20) on sheet 4 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017" for pedestrian walkway purposes ("Pedestrian Improvement Easement").

**ARTICLE 55. Acceptance of Great Road Pedestrian Improvement Easement from Lower Village, LLC**

On motion of Selectman Donald Hawkes, it was voted unanimously to accept Article 55 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to accept without charge or cost from Lower Village, LLC, a Massachusetts limited liability company with a principal place of business at 171 Great Road, Acton, MA 01720, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public, with quit claim covenants, running from east to west over said land located at 124 Great Road, Stow, Massachusetts, and shown more particularly as an encroachment of pedestrian walkway improvements along Great Road on the northern property boundary, shown as permanent easement five (Parcel PE-5) and temporary easement nineteen (Parcel TE-19) on sheet 4 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017" for pedestrian walkway purposes ("Pedestrian Improvement Easement").

**ARTICLE 56. Acceptance of Great Road Pedestrian Improvement Easement from Linear Retail Stow #1, LLC**

On motion of Selectman Ingeborg Hegemann, it was voted unanimously to accept Article 56 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to accept without charge or cost from Linear Retail Stow #1, LLC, a Massachusetts limited liability company with a principal place of business at 5 Burlington Woods Drive, C/O Linear Retail Properties, LLC, Burlington, MA 01803, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public with quit claim covenants, running from east to west over said land located at 117 Great Road, Stow, Massachusetts, and shown more particularly as an encroachment of pedestrian walkway improvements along Great Road on the southerly property boundary, shown as permanent easements one and two (Parcel PE-1) and (Parcel PE-2) and temporary easements eight and nine (Parcel TE-8) and (Parcel TE-9) on sheets 3 and 4 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017" for pedestrian walkway purposes (Pedestrian Improvement Easement").

**ARTICLE 57. Acceptance of Great Road Pedestrian Improvement Easement from Madelyn Properties, LLC**

On motion of Selectman Thomas Ryan, it was voted unanimously to accept Article 57 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to accept without charge or cost from Madelyn Properties, LLC, a Massachusetts limited liability company with a principal place of business at 31 Estabrook Lane C/O Northboro Septic, Berlin, MA 01503, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public, with quit claim covenants, running from east to west over said land located at 128 Great Road, Stow, Massachusetts, and shown more particularly as an encroachment of pedestrian walkway improvements along Great Road on the northern property boundary, shown as permanent easement four (Parcel PE-4) and temporary easement eighteen (Parcel TE-18) on sheet 3 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017" for pedestrian walkway purposes ("Pedestrian Improvement Easement").

**ARTICLE 58. Acceptance of Great Road Pedestrian Improvement Easement from Robert and Michele C. Maslow, Rose K. Maslow Revocable Trust**

On motion of Selectman James Salvie, it was voted unanimously to accept Article 58 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to accept without charge or cost from Robert and Michele C. Maslow, Rose K. Maslow Revocable Trust with a principal place of business at 11756 Banyan Rim Drive, Whittier, CA 90601, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public, with quit claim covenants, running from east to west over said land located at 179 Great Road, Stow, Massachusetts, and shown more particularly as an encroachment of pedestrian walkway improvements along Great Road on the southerly property boundary shown as temporary easement five (Parcel TE-5) of sheet 3 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017" for pedestrian walkway purposes ("Pedestrian Improvement Easement").

**ARTICLE 59. Acceptance of Great Road Pedestrian Improvement Easement from Meeting House at Stow Condominium Trust**

On motion of Selectman Brian Burke, it was voted unanimously to accept Article 59 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to accept without charge or cost from Meeting House at Stow Condominium Trust with a principal place of business at 4 Preston Court, Suite 101 C/O The Dartmouth Group, Bedford, MA 01730, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public, with quit claim covenants, running from east to west over said land at 34 Meeting House Lane, along Great Road and Elm Ridge Road, Stow, Massachusetts, and shown more particularly as an encroachment of pedestrian walkway improvements along Great Road on the southwestern property boundary, shown as temporary easement four (Parcel TE-4) on sheets 2 and 3 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017" for pedestrian walkway purposes ("Pedestrian Improvement Easement").

**ARTICLE 60. Acceptance of Great Road Pedestrian Improvement Easement from Theodore R. Tower**

On motion of Selectman Donald Hawkes, it was voted unanimously to accept Article 60 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to accept without charge or cost from Theodore R. Tower with a principal residence at 205 Great Road, Stow, MA 01775, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public, with quit claim covenants, running from east to west over said land located on the northern side of Route 117, Great Road, Stow, Massachusetts, and shown more particularly as an encroachment of pedestrian walkway improvements along Great Road on the southerly property boundary, shown as temporary easement two (Parcel TE-2) on sheet 2 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017" for pedestrian walkway purposes ("Pedestrian Improvement Easement").

**ARTICLE 61. Acceptance of Great Road Pedestrian Improvement Easement from Wayne E. and Kathleen M. Brown**

On motion of Selectman Ingeborg Hegemann, it was voted unanimously to accept Article 61 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to accept without charge or cost from Wayne E. and Kathleen M. Brown with a principal residence at 12 Elm Ridge Road, Stow, MA 01775, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public, with quit claim covenants, running from east to west over said land located on the northern side of Route 117, Great Road, Stow, Massachusetts, shown more particularly as an encroachment of pedestrian walkway improvements along Great Road on the southerly property boundary, shown as temporary easement three (Parcel TE-3) on sheet 2 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017" for pedestrian walkway purposes ("Pedestrian Improvement Easement").

**ARTICLE 62. Acceptance of Great Road Pedestrian Improvement Easement from Leigh A. Hilderbrandt**

On motion of Selectman Thomas Ryan, it was voted unanimously to accept Article 62 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to accept without charge or cost from Leigh A. Hilderbrandt, with principal residence at 196 Great Road, Stow, MA 01775, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public, with quit claim covenants, running from east to west over said land located on the southern side of Route 117, Great Road, Stow, Massachusetts, shown more particularly as an encroachment of pedestrian walkway improvements along Great Road on the northerly property boundary, shown as temporary easement fourteen (Parcel TE-14) on sheet 2 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017" for pedestrian walkway purposes ("Pedestrian Improvement Easement").

**ARTICLE 63. Acceptance of Great Road Pedestrian Improvement Easement from Richard Dubois and Beatrice Chrystall**

On motion of Selectman James Salvie, it was voted unanimously to accept Article 63 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to accept without charge or cost from Richard Dubois and Beatrice Chrystall with a principal residence a 208 Great Road, Stow, MA 01775, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public, with quit claim covenants, running from east to west over said land located on the southern side of Route 117, Great Road, Stow, Massachusetts, and shown more particularly as an encroachment of pedestrian walkway improvements along Great Road on the northern property boundary, shown as temporary easement thirteen (Parcel TE-13) on sheet 2 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017" for pedestrian walkway purposes ("Pedestrian Improvement Easement").

**ARTICLE 64. Acceptance of Great Road and White Pond Road Pedestrian Improvement Easement from Jennifer L. Surwilo and Laura A. Corbin**

On motion of Selectman Brian Burke, it was voted unanimously to accept Article 64 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to accept without charge or cost from Jennifer L. Surwilo and Laura A. Corbin, with a principal residence at 10 White Pond Road, Stow, MA 01775, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public, with quit claim covenants, running from east to west over said land located on the southern side of Route 117, Great Road, Stow, Massachusetts, and shown more particularly as an encroachment of pedestrian walkway improvements along Great Road on the north and northwestern property boundary, shown as easements on sheet 6 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates Inc. dated May 1, 2017" for pedestrian walkway purposes ("Pedestrian Improvement Easement").

**ARTICLE 65. Acceptance of White Pond Road Pedestrian Improvement Easement from Mark Forgues**

On motion of Selectmen Donald Hawkes, it was voted unanimously to accept Article 65 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to accept without charge or cost from Mark Forgues of 9 White Pond Road, Stow, MA 01775, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public, with quit claim covenants, running from north to south on the east side of White Pond Road and over said land located at 9 White Pond Road, Stow, Massachusetts and shown more particularly as an encroachment of pedestrian walkway improvements along White Pond Road on the easterly property boundary, shown as temporary easement twenty-four (Parcel TE-24) on sheet 6 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017" for pedestrian walkway purposes ("Pedestrian Improvement Easement").

**ARTICLE 66. Acceptance of Great Road Pedestrian Improvement Easement from Kostas and Efthia Asprogiannis Trust Kede RT**

On motion of Selectman Ingeborg Hegemann, it was voted unanimously to accept Article 66 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to accept without charge or cost from Kostas and Efthia Asprogiannis Trust Kede RT, with a principal place of business a 18 Field Street, Maynard, MA 01754, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public, with quit claim covenants, running from east to west over said land at 148-156 Great Road, Stow, Massachusetts, and shown more particularly as an encroachment of pedestrian walkway improvements along Great Road on the northern property boundary, shown as temporary easement fifteen (Parcel TE-15) on sheets 2 and 3 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017" for pedestrian walkway purposes ("Pedestrian Improvement Easement").

**ARTICLE 67. Acceptance of Great Road and White Pond Road Pedestrian Improvement Easement from Kathleen A. Fisher**

On motion of Selectman Thomas Ryan, it was voted unanimously to accept Article 67 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to accept without charge or cost from Kathleen A. Fischer, with a principal residence at 1 White Pond Road, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public, with quit claim covenants, running from east to west and southeast to northwest over said land located at 1 White Pond Road, Stow, Massachusetts, and shown more particularly as an encroachment of pedestrian walkway improvements along Great Road and White Pond Road on the northern and eastern property boundaries, shown as temporary easement twenty-three (Parcel TE-23) and sheet 6 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017" for pedestrian walkway purposes ("Pedestrian Improvement Easement").

**ARTICLE 68. Acceptance of Great Road Pedestrian Improvement Easement from 132 Great Road Stow, LLC**

On motion of Selectman James Salvie, it was voted unanimously to accept Article 69 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to accept without charge or cost from 132 Great Road Stow, LLC, with a principal place of business at 69 Great Road, P.O. Box 2350, Acton, MA 01720, or its successors or assigns, a non-exclusive easement for the benefit of the Town of Stow and members of the public, with quit claim covenants, running from east to west over said land located at 132 Great Road, Stow, Massachusetts, and shown more particularly as an encroachment of pedestrian walkway improvements along Great Road on the northern property boundary, shown as temporary easement fifteen (Parcel TE-15) and permanent easement three (Parcel PE-3) on sheet 3 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017" for pedestrian walkway purposes ("Pedestrian Improvement Easement").

**ARTICLE 69. Acceptance of Great Road Pedestrian Improvement Easement from Habitech, Inc.**

On motion of Selectman Brian Burke, it was voted unanimously to accept Article 69 as shown on the screen.

The Finance Committee recommended approval.

Voted to authorize the Board of Selectmen to accept without charge or cost from Habitech, Inc., with a principal place of business at 148 Park Street, Suite 3, North Reading, MA 01864, or its successors or assigns, a non-inclusive easement for the benefit of the Town of Stow and members of the public, with quit claim covenants, running from east to west over said land located off Great Road, Stow, Massachusetts, shown as Lot 100A on Stow Assessors' Map R-29, and shown more particularly as an encroachment of pedestrian walkway improvements along Great Road on the northern property boundary, shown as temporary easement sixteen (Parcel TE-16) on sheet 3 of a Plan entitled "Stow 2017 Town Layout Alteration, prepared by Howard/Stein-Hudson Associates, Inc. dated May 1, 2017" for pedestrian walkway purposes ("Pedestrian Improvement Easement").

#### **ARTICLE 70. Zoning Bylaw Amendment - Definitions**

On motion of Selectman Donald Hawkes, it was voted unanimously to accept Article 70 as printed in the warrant.

The Finance Committee recommended approval.

Voted to amend the Zoning Bylaw by amending Section 1.3 (Definitions) to read in its entirety as stated below in Section (A) of this article; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

(A) Amend Section 1.3 (Definitions) to read in its entirety as stated below:
--

PLANNED CONSERVATION DEVELOPMENT DESIGN PROCESS - A process for designing the PCD site plan undertaken by appropriate professionals in fields including, but not limited to landscape architecture, urban design, engineering and environmental science, which documents the chronological process for designing a PCD as described in Section 8.5.5 (Design Process) of the Zoning Bylaw, through the identification of conservation areas, locating the dwelling sites, determining the layout of streets and trails and drawing in the lot lines, in the order so described.

*Planning Board Report: The Planning Board held a duly noticed public hearing on April 18, 2017 in the Stow Town Building in consideration of the proposed amendments to Section 1.3 – Definitions, as shown as Article 70 in the May 2017 Annual Town Meeting Warrant. The proposed amendment is designed to resolve a scrivener's error in the printing of the definition for the Planned Conservation Development Design Process.*

*At its meeting of April 18, 2017 Ernest Dodd moved that the Planning Board recommend approval of Article 70 to amend the Zoning Bylaw by amending Section 1.3. The Planning Board voted 4-0 unanimously in favor (Lori Clark, Ernest Dodd, Steve Quinn, Margaret Costello)*

The Finance Committee recommended approval.

#### **ARTICLE 71. Zoning Bylaw Amendment – Phasing of Growth**

On motion of Selectman Ingeborg Hegemann, it was voted unanimously to take NO ACTION on Article 71.

The Finance Committee was in favor of no action.

*Planning Board Report: At its meeting of May 1, 2017 Ernest Dodd moved that the Planning Board recommend no action of Article 71 to amend Section 8.5 of the Zoning Bylaw. Margaret Costello seconded. The Planning Board voted 3-0 unanimously in favor (Lori Clark, Ernest Dodd, Margaret Costello).*

#### **ARTICLE 72. Zoning Bylaw Amendment – Active Adult Neighborhood**

On motion of Selectman Thomas Ryan, it was voted unanimously to accept Article 72 as printed in the warrant.

The Finance Committee recommended approval.

Voted to amend the Zoning Bylaw by amending Section 5.4.8 (Occupancy of an Active Adult Neighborhood) to read in its entirety as stated below in section (A) of this article; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

(A) Amend Section 5.4.8 (Occupancy of an Active Adult Neighborhood) to read in its entirety as stated below:

Occupancy – Each DWELLING UNIT in an AAN shall be occupied by at least one person age fifty-five (55) or older. Notwithstanding the death of a qualifying owner/occupant or other unforeseen circumstance in which a DWELLING UNIT becomes non-compliant with this Section, at no time shall the development be in violation of U.S. Code Title 42 §3607, which as of May 1, 2017, requires that at least 80 percent of the occupied units are occupied by at least one person who is 55 years of age or older.

*Planning Board Report: The Planning Board held a duly noticed public hearing on April 18, 2017 in the Stow Town Building in consideration of the proposed amendments to Section 5.4.8 – Occupancy of an Active Adult Neighborhood, as shown as Article 72 in the May 2017 Annual Town Meeting Warrant. The proposed amendment is designed to amend the Active Adult Neighborhood bylaw for the purpose of allowing the Master Deed of Active Adult Neighborhood developments to determine the process of ensuring compliance with Federal Laws regarding age restriction.*

*At its meeting of April 18, 2017 Ernest Dodd moved that the Planning Board recommend approval of Article 72 to amend Section 5.4.8 of the Zoning Bylaw. Steve Quinn seconded. The Planning Board voted 4-0 unanimously in favor (Lori Clark, Ernest Dodd, Steve Quinn, Margaret Costello).*

### **ARTICLE 73. Zoning Bylaw Amendment – Temporary Moratorium on Recreational Marijuana Establishments**

On motion of Selectman James Salvie, it was voted in excess of two-thirds to accept Article 73 as printed in the warrant.

The Finance Committee recommended approval.

**Voted** to amend the Zoning Bylaw by adding a new Section 10 (Temporary Moratorium on RECREATIONAL MARIJUANA ESTABLISHMENTS) to read in its entirety as stated below in Section (A) of this article; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw.

(A) Add Section 10; 10.1; 10.2; 10.3; 10.4 (Temporary Moratorium on RECREATIONAL MARIJUANA ESTABLISHMENTS) to read in its entirety as stated below:

#### **Section 10**

#### **Temporary Moratorium on RECREATIONAL MARIJUANA ESTABLISHMENTS**

##### **10.1 Purpose**

By vote of the State election of November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for recreational purposes. The law, Chapter 334 of the Acts of 2016, An Act The Regulation and Taxation of Marijuana Act, and as amended by Chapter 331 of the Acts of 2016, became effective December 15, 2016, and requires the Governor to appoint a Cannabis Advisory Board by August 1, 2017 which shall adopt final regulations governing RECREATIONAL MARIJUANA ESTABLISHMENTS by April 1, 2018.

Currently under the Zoning Bylaw, a RECREATIONAL MARIJUANA ESTABLISHMENT is not a permitted use in the Town and any regulations promulgated by the Cannabis Advisory Board and Cannabis Control Commission are expected to provide guidance to the Town in regulating RECREATIONAL MARIJUANA ESTABLISHMENTS.



The regulation of RECREATIONAL MARIJUANA ESTABLISHMENTS raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of RECREATIONAL MARIJUANA ESTABLISHMENTS and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of RECREATIONAL MARIJUANA ESTABLISHMENTS and other uses related to the regulation of recreational marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for RECREATIONAL MARIJUANA ESTABLISHMENTS so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to adopt provisions of the Zoning Bylaw in a manner consistent with sound land use planning goals and objectives.

#### 10.2 Definition

RECREATIONAL MARIJUANA ESTABLISHMENT – A marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed recreational marijuana related business.

#### 10.3 Temporary Moratorium

There is hereby established a temporary moratorium on the use of land or structures for a RECREATIONAL MARIJUANA ESTABLISHMENT. The moratorium shall be in effect through November 1, 2018. During the moratorium period, the use of land or structures for a RECREATIONAL MARIJUANA ESTABLISHMENT shall be prohibited.

Nothing contained in this Article shall be construed to permit, or authorize to be permitted, the use of land or structures for any activity involving marijuana other than as a RECREATIONAL MARIJUANA ESTABLISHMENT.

#### 10.4 Planning Process

During the temporary moratorium established in section 10.3, the Town shall undertake a planning process to address the potential effects of RECREATIONAL MARIJUANA ESTABLISHMENTS and other land uses and structures related to the use of marijuana for recreational purposes, shall consider regulations promulgated by the State of Massachusetts, and shall make recommendations regarding the adoption of new Zoning Bylaw provisions governing the location, operation and effects of RECREATIONAL MARIJUANA ESTABLISHMENTS and other land uses and structures related to the use of marijuana for recreational purposes.

*Planning Board Report: The Planning Board held a duly noticed public hearing on April 18, 2017 in the Stow Town Building in consideration of the proposed addition of Section 10; 10.1; 10.2; 10.3; 10.4 – Temporary Moratorium on Recreational Marijuana Establishments, as shown as Article 73 in the May 2017 Annual Town Meeting Warrant. By vote at the State election on November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivating, distribution, possession and use of marijuana for recreational purposes. By April 1, 2018 the state Cannabis Advisory Board shall adopt final regulations governing RECREATIONAL MARIJUANA ESTABLISHMENTS. Due to the range of operations and activities allowed under the new law, the Planning Board recommends a temporary moratorium to allow the Town to undertake a planning process to address the potential impacts, which may include consideration of the Cannabis Advisory Board Regulations, as well as potential updates to the Zoning and General Bylaws and Board of health Regulations.*

*At its meeting on April 18, 2017 Ernest Dodd moved that the Planning Board recommend to Town Meeting that the Town pass Article 73 to amend the Zoning Bylaw by adding a new Section 10, Temporary Moratorium on Recreational Marijuana Establishments, for an 18-month moratorium. Steve Quinn seconded. The Planning Board voted 4-0 unanimously in favor (Lori Clark, Ernest Dodd, Steve Quinn, Margaret Costello)*

#### **ARTICLE 74. Petition for Modification of Zoning a Portion of Map R-22, Parcel 2A**

This article was considered and voted upon after Article 47.

#### **ARTICLE 75. Town Election**

On motion of Selectman Donald Hawkes, it was voted unanimously that the meeting be adjourned until the Annual Election on Tuesday, May 9, 2017, commencing at 7:00 a.m., at Center School in said Town of Stow, and then and there to act on Article 75 for such election of officers as listed in the warrant; and thereafter, at the close of the polls, to dissolve this meeting.

The meeting was adjourned at 10:35 p.m. to reconvene on May 9, 2017 at 7:00 a.m. for the Annual Town Election.

Checkers at the Door: Joan Burns, Josephine Crowell, Ruth Delmonico, Leslie Mileski, Alice Mortenson, Kathleen O'Brien, Susan Pauley, Ruby Ramsland, Betty Sauta, Judith Scraggs

Tellers: Michael Busch, Steve Jelinek, Mark Jones, Michael Kopczynski, Margaret Lynch, William Maxfield, John O'Keefe, Kathleen O'Keefe, Laura Reiner, Marcia Rising, Dwight Sipler, Ellen Sturgis, Gregor Trinkaus-Randall, Maureen Trunfio

Number of Voters Checked: May 1, 2017: 299 (5.85%) May 2, 2017: 266 (5.2%)  
Total Registered Voters: 5,108

*The amendments to the Zoning Bylaw adopted under Articles 70, 72 and 73 were approved by the Attorney General on August 15, 2017. Posted by the Constable as a Town Bulletin on September 13, 2017.*

### **ANNUAL TOWN ELECTION MAY 9, 2017**

Pursuant to the Selectmen's warrant of April 11, 2017, posted by the Constable on April 21, 2017, the Annual Town Election was held in The Center School and was called to order at 7 a.m.

After examining the ballot boxes in precinct 1 and 2, and finding both empty and in good order, the counter was set to zero. The ballot boxes were locked and the keys delivered to the Warden who declared the polls open.

During polling hours, a total of thirty-four absentee ballots were opened, recorded and cast into the ballot box. There were eleven spoiled ballots. There were no provisional ballots.

The polls were declared closed at 8 p.m. Total Registered Voters: 5108

Total Ballots Cast	Precinct 1	Precinct 2	Turnout
862	448	414	16.88%

OFFICE AND LENGTH OF TERM	CANDIDATES	Precinct 1	Precinct 2	Total Votes
<b>BOARD OF SELECTMEN</b>	<b>Brian P. Burke</b>	<b>314</b>	<b>250</b>	<b>564</b>
(three year term -vote for one)	Atli Thorarensen	123	144	267
	Blanks	11	18	29
	Scatterings	0	2	2
<b>BOARD OF ASSESSORS</b>	<b>John E. Smith</b>	<b>357</b>	<b>315</b>	<b>672</b>
(Three year term -vote for one)	Blanks	89	98	187
	Scatterings	2	1	3
<b>NASHOBA REGIONAL SCHOOL DISTRICT COMMITTEE</b>	<b>Stephen A. Rubinstein</b>	<b>234</b>	<b>171</b>	<b>405</b>
(Three year term - vote for one)	Blanks	78	52	130
Write-in	Erica D. Benedick	135	191	326
	Scatterings	1	0	1
<b>BOARD OF HEALTH</b>	<b>Merrily N. Evdokimoff</b>	<b>76</b>	<b>59</b>	<b>135</b>
(Three year term -vote for one)	Blanks	365	347	712
	Scatterings	7	8	15
<b>PLANNING BOARD</b>	<b>Karen Kelleher</b>	<b>124</b>	<b>118</b>	<b>242</b>
(Five year term- vote for one)	Blanks	316	289	605
	Scatterings	8	7	15
<b>TRUSTEES, RANDALL LIBRARY</b>	<b>Timothy H. Reed</b>	<b>341</b>	<b>315</b>	<b>656</b>
(Three year term -vote for two)	<b>Barbara K. Wolfenden</b>	<b>53</b>	<b>47</b>	<b>100</b>
	Blanks	494	443	937
	Scatterings	8	23	31

#### Ballot Question

Shall the Town of Stow be allowed to exempt from the provisions of proposition two and one-half, so called, Stow's portion of the amounts required to pay for the bonds to be issued by the Minuteman Regional Vocational Technical School District for the purpose of paying costs of designing, constructing and originally equipping a new high school, to be located at 758 Marrett Road, Lexington, Massachusetts, and for the payment of all other costs incidental and related thereto?

	Precinct 1	Precinct 2	Total Votes Cast
<b>Yes</b>	<b>288</b>	<b>286</b>	<b>574</b>
No	129	109	238
Blank	31	19	50

#### ELECTION WORKERS

##### Warden

Claire Lavina

##### Clerk

Linda Hathaway

Marjorie Alessio

Joan Burns

Betty Cote

Josephine Crowell

Ruth Delmonico

##### Checkers, Ballot Box, Greeters & Counters

Eve Donahue

Carol Dudley

Steve Dungan

Mary LaPalme

Lisa Lavina

Cathy Lord

Leslie Mileski

Alice Mortenson

Susan Pauley

Ruby Ramsland

Laura Reiner

Katherine Reiner

Marcia Rising

Betty Sauta

Ellen Sturgis

Pam Weathers

**SPECIAL TOWN MEETING  
JULY 10, 2017**

Pursuant to the Selectmen's warrant of June 13, 2017, posted by the Constable on June 21, 2017, the special town meeting opened on July 10th at 7:04 p.m. in Hugh Mill Auditorium at Hale School by Moderator David Walrath.

The meeting rose to recite the *Pledge of Allegiance to the Flag* led by Eagle Scout James Ervin. The presence of Town officials was noted: Selectmen, Town Clerk, Town Counsel, Town Administrator, Finance Committee, Capital Planning Committee and others. Non-voting Town employees and others who may be heard were approved. Laura Spear was unanimously approved as Deputy Moderator.

On motion of Selectman Brian Burke, it was voted unanimously that the reading of the warrant and return of the constable thereon be waived but made a part of the record of this meeting, and that the Moderator be permitted to refer to each article by subject matter instead of reading each article in its entirety.

**ARTICLE 1. Old Bolton Road Land Acquisition: Assessors' Maps R-3-48 and R-3-48A**

Selectman Donald Hawkes moved that the Town vote to accept Article 1 as printed in the warrant and displayed on the screen.

The Finance Committee and Capital Planning Committee were in favor. The Selectmen were in favor by majority.

That the Town vote to authorize the acquisition by purchase, gift, eminent domain or otherwise, pursuant to G.L. c. 61A and the Town's right thereunder, for the purpose of providing affordable housing and/or open space, or for any other lawful purpose:

- a) A parcel of land on Old Bolton Road, regarding which the Town received a Notice of Intent to Sell from the owner of the parcel, Albert R. Scansaroli; said parcel of land currently classified and taxed pursuant to Chapter 61A, containing 1.5 acres as shown on ANR plan no. 16-14-ANR-1, signed and dated March 21, 2017, and is shown on said plan as "Lot A". Being a portion of a 2.45 acre parcel shown on the Town of Stow's Assessors' Map R-3 Parcel 48 and is more particularly described in a deed recorded with the Middlesex South Registry of Deeds in Book 13844 Page 559; AND
- b) A parcel of land on Old Bolton Road, regarding which the Town received a Notice of Intent to Sell from the owner of the parcel, Albert R. Scansaroli; said parcel of land currently classified and taxed pursuant to Chapter 61A, containing 1.5 acres as shown on ANR plan no. 16-14-ANR-1, signed and dated March 21, 2017, and is shown on said plan as "Lot C". Being a portion of a 3.45 acre parcel shown on the Town of Stow's Assessors' Map R-3 Parcel 48A and is more particularly described in a deed recorded with the Middlesex South Registry of Deeds in Book 29155 Page 372; AND

Further, to borrow the sum of Four Hundred Twenty Thousand Dollars (\$420,000) for the purchase of the property described in a) and b) above, including legal, title, appraisal, engineering fees and other costs for fees incidental to such purchase; and authorize the Treasurer, with the approval of the Board of Selectmen, to issue any bonds or notes that may be necessary for that purpose pursuant to the provisions of Massachusetts General Laws c. 44, Section 4, or any other enabling authority; AND

Further, to authorize the Board of Selectmen to enter into all agreements, apply for and accept any gifts, and execute on behalf of the Town any and all instruments as may be necessary or convenient in the best

interests of the Town of Stow to effectuate the purpose of this Article; or do or take any other action in this matter; AND

That an affirmative vote on this article shall be null and void and of no force and effect unless the Town approves by affirmative vote a ballot question to be placed on the 2017 Special Town Election to exempt the amount required to pay the bonds to be issued hereunder from the provisions of proposition two and one-half.

Michael Kopczynski, chairman of Stow Municipal Affordable Housing Trust (SMAHT), outlined the proposal to construct two buildings each with two 2-bedroom units of affordable housing on each of the two parcels (total of four buildings with 16 bedrooms). A conceptual plan was presented on the screen. The property has access from Old Bolton Road and Great Road. A study group would be formed to investigate suitability for septic and water source. Questions were raised concerning the uncertainty of development costs to the Town estimated as \$2,600,000, impact on the neighborhood and density. It was pointed out the property could be sold or used for another purpose if housing development could not go forward.

After an hour's discussion, a motion to end debate was made, seconded and voted in the affirmative. When the main motion was put to a vote, Moderator Walrath called for a hand count. A two-thirds vote was required. There were 197 votes counted with 132 necessary for passage: Yes 94, No 103. The motion DID NOT CARRY.

*Note: At the Special Town Election held on July 20, 2017 under Question 1 to exempt from the provisions of Proposition 2-1/2 the amounts required to pay for the bonds to fund the aforesaid purchase, the vote was No 95, Yes 51.*

## **ARTICLE 2. Lake Boon Dam Assessment and Evaluation**

On motion of Selectman Ingeborg Hegemann, it was voted unanimously to appropriate and transfer from Free Cash the sum of Thirty-Five Thousand Dollars (\$35,000) for the purpose of providing engineering services in order to assess and evaluate the condition of the Lake Boon dam and perform any other engineering tasks required to comply with the terms contained in the dam safety order received from the Massachusetts Department of Conservation and Recreation.

The Finance Committee and Selectmen were in favor.

## **ARTICLE 3. Randall Library Sewage Disposal System**

On motion of Selectman Thomas Ryan, it was voted unanimously to appropriate and transfer from Free Cash the sum of Thirty-Five Thousand Dollars (\$35,000) to be used for the Stow Building Department to cover the costs associated with engineering and rebuilding the Randall Library sewage disposal system.

The Finance Committee, Capital Planning Committee and Selectmen were in favor.

The warrant had requested the sum of \$50,000 to construct a new sewage system under the Center Common. It was decided to rebuild rather than replace after further investigation.

## **ARTICLE 4. Opt-in for Thickly Settled District Speed Reduction**

On motion of Selectman Brian Burke, it was voted by majority to accept Section 193 c. 218 of the Acts of 2016 for the purpose of making amendments to the General Bylaw allowing for the reduction of the statutory speed limit from 30 mph to 25 mph on any and all Town-owned roadways within a thickly settled or business district as defined in MGL c. 90 §1 and in accordance with MGL c. 90 §17C.

The Finance Committee was in favor. The Selectmen were in favor by majority.

A lengthy discussion ensued followed by a motion to end debate that was seconded and voted by majority. The vote on the main motion was carried by majority.

**ARTICLE 5. General Bylaw Amendment – Reduction of Speed Limit in Thickly Settled District**

On motion of Selectman Donald Hawkes, it was voted by majority to accept Article 5 as printed in the warrant and displayed on the screen.

The Finance Committee and Selectmen were in favor.

That the Town vote to amend Article 6 (Police Regulations), Section 6 (Public Ways) of the General Bylaw to read in its entirety as stated below; and further that non-substantive changes to the number of this bylaw be permitted in order to be in compliance with the numbering format of the General Bylaw:

**Amend Article 6. Section 6 (Public Ways) by adding new subsection (g) to read in its entirety as stated below:**

"The Board of Selectmen, upon written report of the Highway Superintendent, may in the interests of public safety and without further authority, establish a speed limit of 25 miles per hour on any roadway inside a thickly settled or business district, as defined in MGL c.90 §1, in the city or town on any way that is not a state highway."

A motion to amend was attempted to change the language of the proposed bylaw. Town Counsel Barbara Huggins ruled that changes cannot be made to a State regulation. A motion to end debate was made, seconded and voted in the affirmative. The vote on the main motion carried by majority.

**ARTICLE 6. Opt-in for Creation of Safety Zones**

On motion of Selectman Ingeborg Hegemann, it was voted by majority to accept Section 194 of c. 218 of the Acts of 2016 for the purpose of making amendments to the General Bylaw allowing the Town to establish regulatory 20 mph Safety Zones in accordance with MGL c. 0 §18B.

The Finance Committee was in favor.

**ARTICLE 7. General Bylaw Amendment – Posting of Safety Zones**

On motion of Selectmen Thomas Ryan, it was voted by majority to accept Article 7 as printed in the warrant and displayed on the screen.

The Finance Committee was in favor.

That the Town vote to amend Article 6 (Police Regulations), Section 6 (Public Ways) of the General Bylaw to read in its entirety as stated below; and further that non-substantive changes to the number of this bylaw be permitted in order to be in compliance with the numbering format of the General Bylaw:

**Amend Article 6, Section 6 (Public Ways) by adding new subsection (h) to read in its entirety as stated below:**

"The Board of Selectman, upon written report of the Highway Superintendent, and after a duly noticed Public Hearing, may in the interests of public safety and without further authority, establish 20 mph Safety Zones in areas where vulnerable road users are likely to be present, including but not limited to ways in the vicinity of the following land uses:

- Parks and playgrounds
- Senior housing developments and assisted living/nursing care centers
- Hospitals or other medical facilities
- Schools and higher education centers
- Daycare facilities
- Other areas where pedestrian activity in and around the Public Way is common and focused, beyond typical residential patterns of use.

"The establishment of a Safety Zone that includes the installation of regulatory speed limit signs shall conform to the Manual on Uniform Traffic Control Design in accordance with MGL c. 85 §2, including an engineering study and analysis of current vehicular speed distribution.

"Proposed Safety Zones shall be developed in accordance with the following minimum criteria:

- The Safety Zone shall contain one or more areas that have potential conflicts between motor vehicles and vulnerable road users that warrant a reduction in speeds, including but not limited to crosswalks, bike paths, trail heads, curb-cuts, driveways and/or side streets.
- The minimum length of the Safety Zone shall be at least 0.25 miles and shall not extend more than 500 feet beyond a side street unless an applicable land use continues along the adjacent block.

"In an area where a legal Special Speed Regulation has been enacted, the Safety Zone shall be terminated with a Speed Limit sign that corresponds to the regulatory limit shown in the regulation. If the Safety Zone is in an area that has no special Speed Regulation, it should be terminated with an End Speed Zone sign in accordance with the Manual on Uniform Traffic Control Devices."

#### **ARTICLE 8. Special Town Election**

On motion of Selectman Brian Burke, it was voted by majority that the meeting be adjourned until the Special Election on Thursday, July 20, 2017, commencing at Noon, at Center School at 403 Great Road in said Town of Stow and then and there to act on Article 1 for the ballot question as listed in the warrant; and thereafter, at the close of the polls at 8:00 p.m., to dissolve this meeting.

Mr. Burke moved to amend Article 8 to dissolve the meeting as the vote on Article 1 failed to carry. Town Clerk Linda Hathaway and Town Counsel Barbara Huggins conferred. It was announced that once the Board of Selectmen call a town election, it must proceed as ordered. Mr. Burke withdrew the amendment.

The meeting was adjourned at 9:48 p.m. to reconvene on July 20, 2017 at Noon for the Special Town Election.

Checkers at the Door: Joan Burns, Josephine Crowell, Alice Mortenson, Kathleen O'Brien, Ruby Ramsland, Betty Sauta

Tellers: Ann Deluty, Cortni Frecha, Steve Jelinek, Mark Jones, Margaret Lynch, Donald MacFarlane, John O'Keefe, Kathleen O'Keefe, Laura Reiner, Dwight Sipler, Ellen Sturgis, Robert Walrath, Deborah Woods, Marilyn Zavorski

Number of Voters Checked: 213 (4%)      Total Registered Voters: 5,108

*The amendments to the General Bylaw adopted under Articles 5 and 7 were approved by the Attorney General on October 10, 2017. Posted by the Constable as a Town Bulletin on November 3, 2017.*

## **SPECIAL TOWN ELECTION JULY 20, 2017**

Pursuant to the Selectmen's warrant of June 13, 2017, posted by the Constable on June 21, 2017, the Special Town Election was held in The Center School and was called to order at 12 noon.

After examining the ballot boxes in precinct 1 and 2, and finding both empty and in good order, the counter was set to zero. The ballot boxes were locked and the keys delivered to the Warden who declared the polls open. During polling hours, a total of twenty-three absentee ballots were opened, recorded and cast into the ballot box, nine in precinct 1 and fourteen in precinct 2. There was one spoiled ballot. There were no provisional ballots. The polls were declared closed at 8 p.m.

Total Registered Voters: 5,108    Total votes cast = 147 (2.88%)

### **Ballot Question**

Shall the Town of Stow be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds issued in order to fund the costs, including administrative expenses, involved in purchasing the two parcels of land on Old Bolton Road voted on at the July 10<sup>th</sup> Special Town Meeting; one parcel being a portion of a 2.45 acre parcel shown on the Town of Stow Assessors Map R-3 Parcel 48 and that is more particularly described in a deed recorded with the Middlesex South Registry of Deeds in Book 13844 Page 559; and the other parcel being a portion of a 3.45 acre parcel shown on the Town of Stow Assessors Map R-3 Parcel 48A and that is more particularly described in a deed recorded with the Middlesex South Registry of Deeds in Book 29155 Page 372, and any other incidental costs related thereto?

	Precinct 1	Precinct 2	Total Votes Cast
Yes	26	25	51
<b>No</b>	<b>60</b>	<b>35</b>	<b>95</b>
Blank	0	1	1

### **ELECTION WORKERS**

<u>Warden</u>	<u>Checkers, Ballot</u>	<u>Box &amp; Counters</u>
Claire Lavina	Marjorie Alessio	Carol Dudley
	Josephine Crowell	Alice Mortenson
<u>Clerk</u>	Ruth Delmonico	Lisa Lavina
Judith Scraggs	Ann Deluty	Ruby Ramsland

A True Copy: Attest: Linda E. Hathaway, Town Clerk of Stow



# ***TOWN OF STOW***

***County of Middlesex  
Commonwealth of Massachusetts***



*Established as the Plantation of Pompositticut, 1669*

*Incorporated as a Town, May 16, 1683*



*Land area given to seven surrounding towns*



*Area today 17.94 Square Miles*

*11,311.4 Acres Land; 167 Acres Water*

*11,478.4 Acres Total*



*Longitude: 71° Latitude: 42° 26'*

*Altitude (above sea level) at Town Hall: 231 feet*



*Population per 2000 Federal Census: 5,902*

*Population per 2010 Federal Census: 6,590*

*Population per 2017 Stow Annual Census: 6,979*

## **TOWN DEPARTMENT TELEPHONES**

**Emergency: Ambulance, Fire / Rescue, Police     DIAL 911**

Animal Control Officer	978-897-4545
Assessors, Board of	978-897-4597
Building Department and Inspectors	978-897-2193
Cemetery Committee	978-461-1403
Conservation Commission	978-897-8615
Council on Aging	978-897-1880
Fire / Rescue Department business	978-897-4537
Health, Board of	978-897-4592
Highway Department	978-897-8071
Inspectors: Gas, Plumbing, Wiring	978-897-2193
Minuteman Regional High School	781-861-6500
Nashoba Regional School District	978-779-0539
Center School	978-897-0290
Hale Middle School	978-897-4788
Nashoba Regional High School	978-779-2257
Planning Board	978-897-5098
Police Department business	978-897-4545
Randall Library	978-897-8572
Recreation Commission	978-637-2984
Selectmen, Board of	978-897-4515
Stow TV Office	978-897-7732
Town Accountant	978-897-5012
Town Administrator	978-897-2927
Town Clerk	978-897-4514 x1
Treasurer-Collector	978-897-2834
Tree Warden	978-897-8071
Veterans' Services Officer	978-290-0278

Mailing Address: 380 Great Rd., Stow, MA 01775-2127

Website: [www.stow-ma.gov](http://www.stow-ma.gov)



